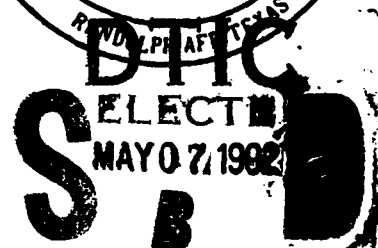
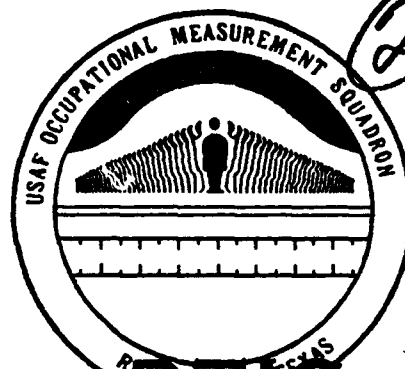


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UNITED STATES  
AIR FORCE



# OCCUPATIONAL SURVEY REPORT

92-12331



COMMISSARY SERVICES

AFSC 612XX AND CIVILIAN EQUIVALENT

AFPT 90-612-892

FEBRUARY 1992

OCCUPATIONAL ANALYSIS PROGRAM  
USAF OCCUPATIONAL MEASUREMENT SQUADRON  
AIR TRAINING COMMAND  
RANDOLPH AFB, TEXAS 78150-5000

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## PREFACE

This report presents the results of an Air Force Occupational Survey of the Meatcutter (AFSC 612X0) and Subsistence Operations (AFSC 612X1) career ladders (plus equivalent civilians). Authority for conducting occupational surveys is contained in AFR 35-2. Computer products used in this report are available for use by operations and training officials.

Mr Don Cochran developed the survey instrument, Ms Olga Velez provided computer programming support, and Mr Richard Ramos provided administrative support. Lieutenant Cheryl L. Curley analyzed the data and wrote the final report. Lieutenant Colonel Johnny M. Collins, Chief, Airman Analysis Section, Occupational Analysis Branch, USAF Occupational Measurement Squadron, reviewed and approved this report for release.

Copies of this report are distributed to Air Staff sections and other interested training and management personnel. Additional copies may be requested from the Occupational Measurement Squadron, Attention: Chief, Occupational Analysis Branch (OMY), Randolph AFB Texas 78150-5000.

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## SUMMARY OF RESULTS

1. Survey Coverage: Inventory booklets were administered worldwide to all incumbents of the Commissary Services, AFSC 612XX career field, including civilian equivalents. The 812 military respondents in the survey represent 74 percent of all assigned AFSC 612X0 and 612X1 personnel. The 1,818 civilian personnel in the final sample represent 60 percent of the 3,014 civilian personnel surveyed across 7 occupational series. Civilian personnel were included in this survey sample to show their impact on the Commissary Services career field, which is discussed in detail in the career ladder job structure section of this study.

2. Career Ladder Structure: Structure analysis identified 11 job clusters and 6 independent job types. Responses from survey respondents indicate that personnel with AFSC 612X0 perform meatcutter activities, almost exclusively. Personnel with AFSC 612X1, on the other hand, perform a large number of different jobs. Civilian respondents indicate that personnel with occupational series 1101 (General Business and Industry), 1144 (Commissary Store Management), 2091 (Sales Store Clerical Series), 6914 (Store Worker), 5704 (Fork Lift Operator), 6907 (Materials Handler), and 7407 (Meatcutter) are performing those activities described in their occupational series Job Grading Standards.

3. Career Ladder Progression: Survey data show AFSC 612X0 and 612X1 personnel typically progress through the skill levels until they reach the 7-skill level. At the 7-skill level, AFSC 612X0 and 612X1 merge to become AFSC 61272. The 3- and 5- skill level members spend more time performing technical tasks, while 7-skill level members spend more time on supervisory tasks. At the 9-skill and CEM-code levels, most of their time is spent on management functions.

4. Specialty Descriptions: AFR 39-1 Specialty Descriptions provide a thorough overview of the jobs and tasks performed by personnel in both the Meatcutter (AFSC 612X0) and Subsistence Operations (AFSC 612X1) career ladders. Civilian Job Grading Standards for the seven occupational series surveyed in this study provided an overview of the activities performed by civilian personnel in Commissary Services.

5. Training Analysis: Most portions of the AFSC 612X0 and 612X1 Specialty Training Standards (STS) are supported by Occupational Survey Report (OSR) data. Several unsupported paragraphs, as well as unreferenced tasks, should be reviewed by career field personnel. Civilian Qualification Standards (X118), for most occupational series, permit individuals to qualify on the basis of experience, education, or a combination of both.

6. Job Satisfaction: Members of both career ladders expressed somewhat low job satisfaction. First-enlistment personnel had the lowest job interest of any of the groups analyzed. When compared to personnel in similar AFSCs surveyed in 1990, AFSC 612X0 and 612X1 personnel had lower job satisfaction across most categories. When compared to job satisfaction figures from previous OSRs, Meatcutter personnel (AFSC 612X0) showed mixed trends, with some categories being higher today than in 1980, while others showed lower

satisfaction than the previous OSR. Subsistence Operations personnel (AFSC 612X1), on the other hand, generally showed increases in all categories from those found in the 1987 OSR.

7. Implications: Generally, the Commissary Services career field has remained relatively stable over the years in terms of tasks and jobs performed. Military members are performing those jobs that are reflected by AFR 39-1. Civilian personnel are performing those jobs according to their individual occupational series Job Grading Standards. Career ladder progression for military personnel follows a typical pattern, with increased supervisory and managerial experience at the senior levels. Career field documents, such as the AFR 39-1 Specialty Descriptions and STSs are well supported by survey data. However, overall job satisfaction among career field members is somewhat low.



OCCUPATIONAL SURVEY REPORT  
COMMISSARY SERVICES  
(AFSCs 612X0/X1 AND CIVILIAN EQUIVALENTS)

INTRODUCTION

This is a report of an occupational survey of the Commissary Services (AFSC 612XX) career field. Both the Meatcutter (AFSC 612X0) and Subsistence Operations (AFSC 612X1) career ladders were surveyed, along with equivalent civilian personnel. The last OSR for the Meatcutter career ladder was published in 1980, while the Subsistence Operations career ladder was last surveyed in April 1987. HQ AFSCOM/MP requested this occupational survey to obtain current data for use in projecting, planning, and developing training for their military and civilian workforce.

Background

The AFR 39-1 Specialty Descriptions for AFSC 612X0, Meatcutter, state that 3- and 5-skill level personnel separate into standard cuts and weights, wrap, price, store, and merchandise beef, veal, lamb, pork, and poultry. They also operate, clean, and sharpen meatcutting tools and equipment.

The AFR 39-1 Specialty Descriptions for AFSC 612X1, Subsistence Operations, state that 3- and 5-skill level personnel operate and perform tasks associated with commissary and troop issue support operations. They also operate and perform tasks associated with the Army and Air Force Exchange Services (AAFES) store operations during wartime or under emergency conditions.

The 612X0 and 612X1 career ladders merge at the 7-skill level into a common DAFSC of 61272. The 7-skill level personnel supervise subsistence and meat processing functions in commissary and troop support operations. They also monitor military standard requisition and issue procedures (MILSTRIP) for all commissary functions and are responsible for AAFES store operations during wartime or under emergency conditions.

No formal training is provided for military members of either career ladder. All military personnel enter the career ladder either by direct duty assignment or by cross-training. All training for both military and civilian personnel is done through on-the-job training (OJT). Completion of 3-skill level and 5-skill level CDCs is mandatory for award of these levels. Qualifications Standards (X118), for most occupational series, permit individuals to qualify on the basis of experience or education.

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While there is no formal basic course for either the AFSC 612X0 or 612X1 career ladder, there is an advanced course (AZR 61272-000 Subsistence Operations Technician) at Lowry AFB CO for prospective commissary store managers and cross-trainees. This 10-day course provides training to officer, enlisted, and civilian personnel in management and control of commissary operations. Training covers such topics as equipment, supplies, and services; the administrative office; the Defense Personnel Support Center; Air Force War Reserve Materiel; inventory responsibilities; warehouse operations; charge sales; meat department; produce department; grocery department; front-end operation; sanitation; contract management; resource protection; and the Air Force Occupational Safety and Health (AFOSH) Program.

## SURVEY METHODOLOGY

The data collection instrument for this occupational survey was USAF Job Inventory AFPT 90-612-892, dated September 1989. A tentative task list was prepared after reviewing pertinent career ladder publications and directives, tasks from the previous survey instrument, and data from the last OSR. The preliminary task list was validated through personal interviews with 57 subject-matter experts representing 10 commissaries at CONUS and overseas locations, plus HQ AFSCMS positions.

The resulting job inventory contained a comprehensive listing of 678 tasks grouped under 14 duty headings and a background section requesting such information as grade, base of assignment, organizational level of assignment, status of immediate supervisor, equipment used, career ladder through which the 7-skill level was attained, and prior civilian experience.

### Survey Administration

From April through October 1990, Consolidated Base Personnel Offices at operational bases worldwide administered the inventory to military job incumbents holding DAFSCs 61230, 61250, 61231, 61251, 61272, 61299, and 61200. Inventories for civilian personnel holding an Occupational Series of 1101, 1144, 2091, 3502, 3566, 5704, 6907, 6914, and 7407 were sent directly to their organizations. Military participants were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Armstrong Laboratory/Human Resource Directorate (AL/HRD). Civilian personnel were selected from a list supplied by the Civilian Personnel Management Center.

Each individual who filled out an inventory booklet first completed an identification and biographical information section and then checked each task performed in their current job. After checking all tasks performed, each member then rated each of these tasks on a 9-point scale showing relative time spent on each task as compared to all other tasks checked. Ratings ranged from 1 (very small amount time spent) through 5 (about average time spent) to 9 (very large amount time spent).

To determine relative time spent for each task checked by a respondent, all of the incumbent's ratings are assumed to account for 100 percent of his or her time spent on the job. The rating of each task is divided by the sum of all the task ratings, then multiplied by 100 to provide a relative percentage of time for each task. This procedure provides the basis for comparing tasks in terms of both percent members performing and average percent time spent.

### Survey Sample

All eligible military personnel were administered survey booklets. Personnel who had been in their present job at least 6 weeks and not in permanent change of station, retirement, or hospital status were considered eligible for the survey. Table 1 displays the MAJCOM distribution of the military respondents corresponding with the percent of assigned personnel as of March 1990. As shown in Table 1, the majority of members are assigned to the Air Force Commissary Service (AFSCMS). In addition, Table 2 displays survey respondents across paygrade. The 812 military personnel in the final sample represent 74 percent of all assigned military members in AFSCs 612X0 and 612X1 and are representative of the overall Meatcutter and Subsistence Operations populations.

The majority of civilian members are also assigned to AFSCMS. Table 2A displays Occupational Series distribution of civilians in the survey sample. The 1,818 civilian personnel in the final sample represent 60 percent of the 3,014 civilians surveyed across 7 represented occupational series.

### Data Processing and Analysis

Once job inventories are received from the field, background information and task responses are carefully screened for completeness and accuracy. They are then optically scanned and entered into a UNISYS 1100 mainframe computer. Computer-generated programs, using Comprehensive Occupational Data Analysis Program (CODAP) techniques, are then applied to the data.

CODAP produces composite job descriptions for respondents based on their ratings of specific inventory tasks. These job descriptions provide information on percent members performing each task, the relative average percent time spent performing tasks, and the cumulative percent time spent by all members performing tasks in the inventory. In addition to the job descriptions based on inventory task data, the program produces summaries that show how members of each group responded to each background item. Background items aid in identifying characteristics of the group, such as DAFSCs represented, time in career ladder, total active federal military service (TAFMS), experience in various work areas, equipment operated, and job satisfaction levels.

TABLE 1  
MAJCOM REPRESENTATION OF MILITARY SAMPLE

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
AFCOMS	99%	97%
SAC	*	*
ATC	*	*
ELM	*	3%
USAFE	*	*

TOTAL ASSIGNED = 1,099  
 TOTAL ELIGIBLE = 998  
 TOTAL IN SAMPLE = 812  
 PERCENT OF ASSIGNED IN SAMPLE = 74%  
 PERCENT OF ELIGIBLE IN SAMPLE = 81%

\* Denotes less than 1 percent

TABLE 2  
PAYGRADE DISTRIBUTION OF MILITARY SAMPLE

<u>PAYGRADE</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
E-1 to E-3	28	31
E-4	27	30
E-5	25	27
E-6	10	10
E-7	7	1
E-8	1	1
E-9	1	1

TABLE 2A

## CIVILIAN SAMPLE DISTRIBUTION

<u>OCCUPATIONAL SERIES</u>	<u>NUMBER AVAILABLE FOR SURVEY</u>	<u>NUMBER IN SAMPLE IN SURVEY</u>	<u>PERCENT OF AVAILABLE RESPONDING</u>
1101 (General Business and Industry)	153	76	50%
1144 (Commissary Store Management)	337	242	72%
2091 (Sales Store Clerical)	721	478	66%
6907 (Materials Handler)	297	167	56%
6914 (Store Worker)	619	324	52%
5704 (Fork Lift Operator)	55	36	65%
7407 (Meatcutter)	<u>832</u>	<u>495</u>	59%
Total	3,014	1,818	

### Task Factor Administration

Selected senior personnel (primarily those in paygrades E-6 and E-7) completed a second booklet in addition to the job inventory booklet. This second booklet is used to gather information for either training emphasis (TE) or task difficulty (TD). These booklets are processed separately from the job inventories and provide task rating information which is used in conjunction with percent members performing data. An explanation of these rating factors is provided below to enable the reader to understand their application in this OSR.

Training Emphasis (TE). Training emphasis is a rating of which tasks require structured training for first-term personnel. Structured training is defined as training provided by resident technical schools, field training detachments, mobile training teams, formal OJT, or any other organized training method. Fifty-one experienced AFSC 612X0 and 612X1 NCOs independently rated tasks in the job inventory on a 10-point scale ranging from 0 (no training emphasis required) to 9 (high training emphasis required). Each NCO's ratings were then compared to those of every other NCO who rated TE. A statistical measurement of their agreement, known as the interrater reliability, was computed and found to be low, suggesting members of the two AFSCs had different opinions of what should be trained. Therefore, TE ratings for both AFSCs were looked at separately. However, with only 14 NCO raters for AFSC 612X0, meaningful data could not be obtained. Therefore, TE ratings for the Meatcutter career ladder will not be included in this OSR. There was, however, acceptable agreement among the 37 AFSC 612X1 raters, and TE data for this AFSC will be used in a number of different analyses discussed later in this report.

Task Difficulty (TD). Task difficulty is defined as an estimate of the length of time the average airman takes to learn how to perform each task listed in the job inventory. Fifty-one experienced AFSC 612X0 and 612X1 NCOs rated the difficulty of the tasks in the inventory on a 9-point scale ranging from 1 (easy to learn) to 9 (very difficult to learn). Unlike the TE ratings, interrater agreement for these 51 TD raters was good. TD ratings are normally adjusted so tasks of average difficulty have a value of 5.00 and a standard deviation of 1.00. Thus, any task with a rating of 5.00 or greater is considered to be difficult to learn.

### **SPECIALTY JOBS (Career Ladder Structure)**

A USAF Occupational Analysis begins with an examination of the career ladder structure, in terms of jobs performed by personnel holding the DAFSC. CODAP assists in this procedure by creating an individual job description for each respondent based on the tasks performed and relative amount of time spent on the tasks. A CODAP automated job-clustering program then compares all the individual job descriptions, locates the two descriptions with the most similar tasks and time-spent ratings, and combines them to form a composite job

description. In successive stages, new members are added to initial groups, or new groups are formed based on the similarity of tasks performed and similar time ratings in the individual job descriptions.

The basic group used in the clustering process is the Job. When there is a substantial degree of similarity between jobs, they are grouped together and identified as a Cluster. Specialized jobs, too dissimilar to fit within a cluster, are called Independent Jobs. These definitions are used to describe the AFSC 612XX specialty and the variations of jobs within the specialty. The job structure information resulting from this grouping process can then be used to evaluate the accuracy and completeness of the specialty's documentation (e.g., AFR 39-1 Specialty Descriptions and Specialty Training Standards (STS)) and gain a better understanding of current utilization patterns within the specialty.

### Overview

Structure analysis identified 11 clusters and 6 independent jobs within the survey sample. Survey responses indicate that AFSC 612X0 personnel perform almost exclusively meatcutter and meatcutter management activities. Personnel with AFSC 612X1, on the other hand, perform a large number of different jobs. Civilian personnel of the seven occupational series surveyed are generally performing those activities as described in the Job Grading Standards. Based on the similarity of tasks performed and relative time spent, the division of jobs performed by Commissary Services personnel is illustrated in Figure 1. The stage (STG) number shown beside each title is an internal identification number assigned to that group by CODAP.

- I. SENIOR MANAGEMENT CLUSTER (STG101, N=34)
- II. ADVANCED TRAINING INSTRUCTOR INDEPENDENT JOB (STG317, N=5)
- III. MEATCUTTER PERSONNEL CLUSTER (STG086, N=588)
- IV. STOREWORKER PERSONNEL CLUSTER (STG052, N=157)
- V. QUALITY ASSURANCE EVALUATOR (QAE) CLUSTER (STG117, N=64)
- VI. TRAINING MANAGEMENT INDEPENDENT JOB (STG228, N=7)
- VII. COMMISSARY OPERATIONS MANAGEMENT CLUSTER (STG077, N=325)
- VIII. WEE-SERV PERSONNEL CLUSTER (STG098, N=47)
- IX. SYSTEM VERIFICATION MONITOR CLUSTER (STG089, N=30)
- X. EQUIPMENT AND MAINTENANCE MANAGEMENT INDEPENDENT JOB (STG276, N=13)
- XI. PRODUCE PERSONNEL CLUSTER (STG179, N=205)

# DISTRIBUTION OF AFSC 612XX PERSONNEL ACROSS CAREER LADDER JOBS

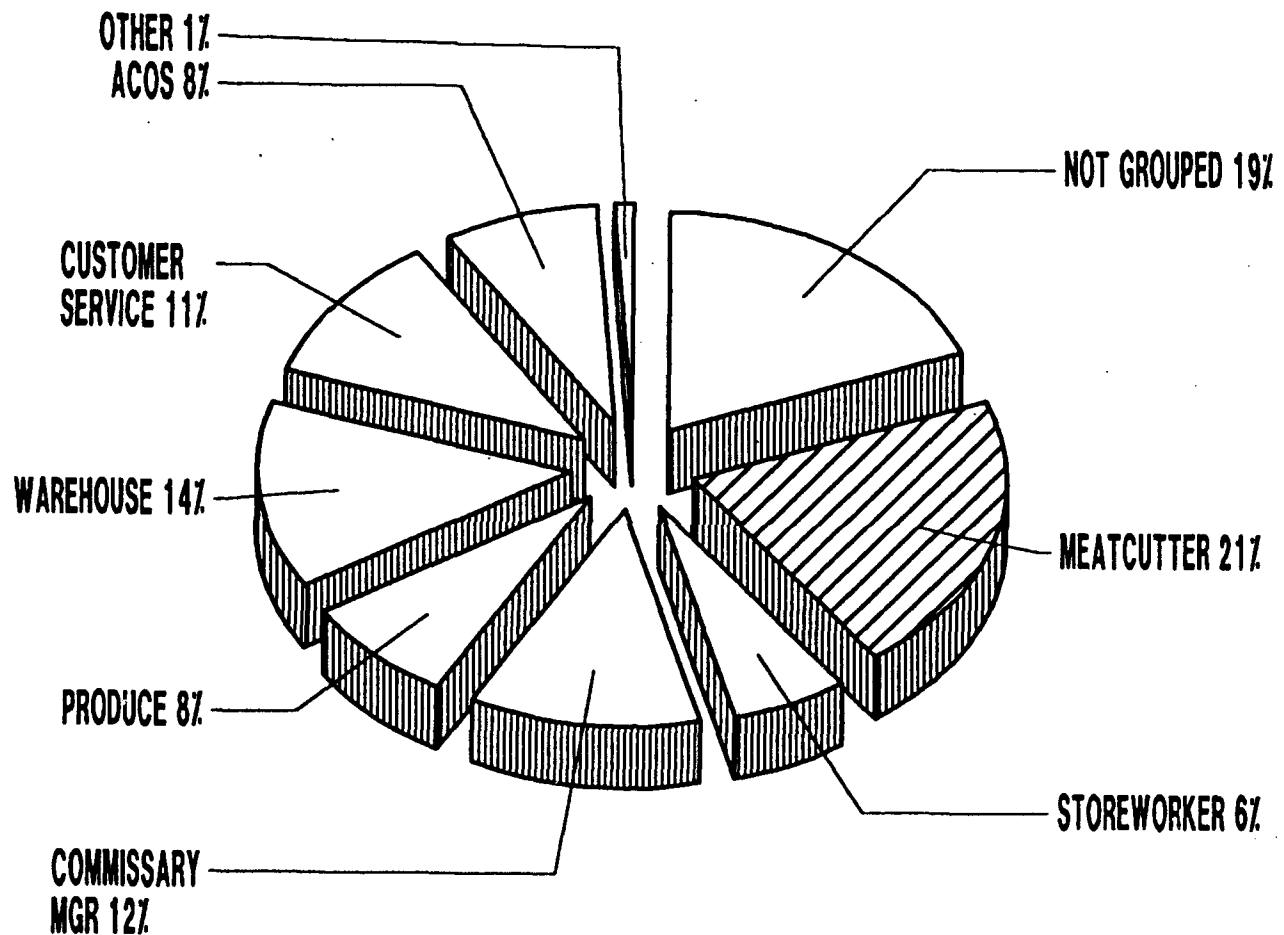


FIGURE 1



- XII. FORKLIFT OPERATOR INDEPENDENT JOB (STG365, N=25)
- XIII. WAREHOUSE PERSONNEL CLUSTER (STG109, N=361)
- XIV. CUSTOMER SERVICE PERSONNEL CLUSTER (STG081, N=283)
- XV. VENDOR ACCOUNT CLERK INDEPENDENT JOB (STG198, N=23)
- XVI. PRICE AUDITING INDEPENDENT JOB (STG213, N=5)
- XVII. AUTOMATED COMMISSARY OPERATION SYSTEMS (ACOS) CLUSTER (STG091, N=173)

The respondents forming these groups account for 81 percent of the survey sample. The remaining 19 percent were performing tasks which did not group with any of the defined jobs. Brief descriptions of each cluster and independent job group are presented below. In addition, Table 3 shows time spent on duties for each job group, while Table 4 provides selected background information across the job groups. Appendix A lists common tasks performed by incumbents in each of the groups.

#### Descriptions of Career Ladder Jobs

I. SENIOR MANAGEMENT CLUSTER (STG101, N=34). The 34 military and civilian members of this cluster form the management core of the Commissary Services career field. As the most experienced group identified in this survey (incumbents average 220 months TAFMS), most of these personnel are assigned to HQ AFCONS positions. Seventy-five percent of their time is spent organizing and planning, directing and implementing, and inspecting and evaluating (Duties A through C). Typical tasks performed include:

- participate in staff meetings, conferences, or workshops,
- other than conducting
- write staff studies, surveys, or trip reports
- conduct meetings with sales representatives
- conduct staff assistance visits
- conduct inspections of commissary facilities
- operate small computers, such as Wang, Z-100, and Z-248

Military members make up only 21 percent of this cluster and hold DAFSCs of 61272, 61299, or 61200. Average time in service is a little over 18 years. Civilian members make up the remaining 79 percent of this cluster. These incumbents indicate over 15 years Federal service, and all are in Occupational Series 1144 (Commissary Store Manager).

TABLE 3

DISTRIBUTION OF TIME SPENT ACROSS DUTIES BY MEMBERS  
IN CAREER LADDER JOBS  
(RELATIVE PERCENT OF JOB TIME SPENT)

DUTIES	SENIOR MANAGERS (N=34)	ADVANCED TRAINING INSTRUCTORS (N=5)	MEATCUTTER PERSONNEL (N=558)	STORE- WORKERS (N=157)	QUALITY ASSURANCE EVALUATORS (N=64)	TRAINING MANAGERS (N=7)
A ORGANIZING AND PLANNING	29	16	3	5	17	14
B DIRECTING AND IMPLEMENTING	17	9	3	3	9	19
C INSPECTING AND EVALUATING	31	8	2	3	21	15
D TRAINING	6	47	1	3	*	20
E PERFORMING STORE ADMINISTRATIVE AND MERCHANDISING ACTIVITIES	8	7	3	6	7	4
F PERFORMING AUTOMATED COMMISSARY OPERA- TIONS SYSTEM (ACOS) OR PROGRAMMABLE WORK STATIONS (PWS) ACTIVITIES	1	*	*	2	1	4
G PERFORMING CUSTOMER SERVICE	*	5	*	4	2	2
H PERFORMING COMMON GROCERY, MEAT, AND PRODUCE DEPARTMENT ACTIVITIES	2	1	7	26	12	5
I PERFORMING GROCERY DEPARTMENT MANAGEMENT MERCHANDISING ACTIVITIES	1	0	*	35	19	6
J PERFORMING PRODUCE DEPARTMENT MANAGEMENT AND MERCHANDISING ACTIVITIES	*	0	1	*	*	0
K PERFORMING MEAT DEPARTMENT MANAGEMENT AND MEATCUTTER ACTIVITIES	*	0	71	*	1	1
L RECEIVING AND STORING SUBSISTENCE AND EQUIPMENT	*	2	3	7	8	0
M ISSUING, TRANSFERRING, AND DELIVERING SUBSISTENCE AND EQUIPMENT	*	1	1	1	1	*
N PERFORMING TROOP SUPPORT ACTIVITIES	*	*	*	*	*	0
O PERFORMING GENERAL INVENTORY ACTIVITIES	1	1	1	*	*	0
P MAINTAINING EQUIPMENT, TOOLS, AND FACILITIES	*	*	3	3	*	2
Q PERFORMING MOBILITY TRAINING	1	2	*	*	0	6

\* Denotes less than 1 percent

TABLE 3 (CONTINUED)

DISTRIBUTION OF TIME SPENT ACROSS DUTIES BY MEMBERS  
IN CAREER LADDER JOBS  
(RELATIVE PERCENT OF JOB TIME SPENT)

DUTIES	COMMISSARY WEE-SERV OPERATIONS PERSONNEL (N=325)		SYSTEM VERIFICAT (N=30)		EQUIPMENT MAINTENANCE (N=13)		PRODUCE PERSONNEL (N=205)		FORKLIFT OPERATOR (N=25)	
	18	4	10	15	4	1	4	1	1	1
A ORGANIZING AND PLANNING	16	3	7	4	4	1	4	1	1	1
B DIRECTING AND IMPLEMENTING	19	4	17	11	5	*	5	*	*	*
C INSPECTING AND EVALUATING	5	1	1	1	1	*	1	*	*	*
D TRAINING	10	12	14	31	5	*	5	*	*	*
E PERFORMING STORE ADMINISTRATIVE AND MERCHANDISING ACTIVITIES	1	5	11	4	*	*	*	*	*	*
F PERFORMING AUTOMATED COMMISSARY OPERA- TIONS SYSTEM (ACOS) OR PROGRAMMABLE WORK STATIONS (PWS) ACTIVITIES	3	17	4	1	1	*	1	*	*	*
G PERFORMING CUSTOMER SERVICE	6	11	7	3	17	11	17	11	11	11
H PERFORMING COMMON GROCERY, MEAT, AND PRODUCE DEPARTMENT ACTIVITIES	6	11	4	2	1	2	1	2	2	2
I PERFORMING GROCERY DEPARTMENT MANAGEMENT AND MERCHANDISING ACTIVITIES	*	2	*	*	44	0	44	0	0	0
J PERFORMING PRODUCE DEPARTMENT MANAGEMENT AND MERCHANDISING ACTIVITIES	*	2	1	1	*	0	*	0	0	0
K PERFORMING MEAT DEPARTMENT MANAGEMENT AND MEATCUTTER ACTIVITIES	2	12	7	4	6	69	6	69	69	69
L RECEIVING AND STORING SUBSISTENCE AND EQUIPMENT	1	3	1	6	1	2	1	2	2	2
M ISSUING, TRANSFERRING, AND DELIVERING SUBSISTENCE AND EQUIPMENT	*	2	*	*	*	8	*	8	8	8
N PERFORMING TROOP SUPPORT ACTIVITIES	1	1	2	3	1	1	1	1	1	1
O PERFORMING GENERAL INVENTORY ACTIVITIES	*	1	1	4	3	9	3	9	9	9
P MAINTAINING EQUIPMENT, TOOLS, AND FACILITIES	3	2	2	1	*	0	*	0	0	0
Q PERFORMING MOBILITY TRAINING										

\* Denotes less than 1 percent

TABLE 3 (CONTINUED)

DISTRIBUTION OF TIME SPENT ACROSS DUTIES BY MEMBERS  
IN CAREER LADDER JOBS  
(RELATIVE PERCENT OF JOB TIME SPENT)

DUTIES	WAREHOUSE PERSONNEL (N=361)	CUSTOMER SERVICE PERSONNEL (N=283)	VENDOR ACCOUNT CLERKS (N=23)	PRICE AUDITORS (N=5)	ACOS PERSONNEL (N=219)
A ORGANIZING AND PLANNING	5	4	3	2	1
B DIRECTING AND IMPLEMENTING	4	3	0	0	1
C INSPECTING AND EVALUATING	5	3	1	1	1
D TRAINING	2	2	*	0	*
E PERFORMING STORE ADMINISTRATIVE AND MERCHANDISING ACTIVITIES	7	3	34	6	42
F PERFORMING AUTOMATED COMMISSARY OPERATIONS SYSTEM (ACOS) OR PROGRAMMABLE WORK STATIONS (PWS) ACTIVITIES	*	1	53	47	42
G PERFORMING CUSTOMER SERVICE	1	75	*	*	1
H PERFORMING COMMON GROCERY, MEAT, AND PRODUCE DEPARTMENT ACTIVITIES	4	1	5	18	2
I PERFORMING GROCERY DEPARTMENT MANAGEMENT MERCHANDISING ACTIVITIES	2	1	0	18	*
J PERFORMING PRODUCE DEPARTMENT MANAGEMENT AND MERCHANDISING ACTIVITIES	*	*	0	0	*
K PERFORMING MEAT DEPARTMENT MANAGEMENT AND MEATCUTTER ACTIVITIES	*	*	0	0	*
L RECEIVING AND STORING SUBSISTENCE AND EQUIPMENT	46	*	0	5	*
M ISSUING, TRANSFERRING, AND DELIVERING SUBSISTENCE AND EQUIPMENT	6	*	0	0	*
N PERFORMING TROOP SUPPORT ACTIVITIES	6	*	*	0	1
O PERFORMING GENERAL INVENTORY ACTIVITIES	1	*	0	0	*
P MAINTAINING EQUIPMENT, TOOLS, AND FACILITIES	3	*	0	0	*
Q PERFORMING MOBILITY TRAINING	1	*	*	0	*

\* Denotes less than 1 percent

TABLE 4

## SELECTED BACKGROUND DATA FOR CAREER LADDER

	SENIOR MANAGER (SIG101)	ADVANCED TRAINING INSTRUCTOR (SIG317)	MEATCUTTER PERSONNEL (SIG086)	STORE- WORKER (SIG052)	QAE (SIG117)	TRAINING MANAGER (SIG228)
NUMBER IN GROUP	34	5	558	157	64	7
PERCENT OF SAMPLE	1%	*	21%	6%	2%	*
PERCENT MILITARY	79%	100%	11%	29%	3%	86%
PERCENT CIVILIAN	21%		89%	71%	97%	14%
PERCENT IN CONUS	94%	80%	94%	94%	95%	100%

## DAFSC DISTRIBUTION

61230	0	0	3%	0	0	0
61250	0	0	6%	0	0	0
61231	0	0	0	4%	0	0
61251	0	20%	0	18%	2%	29%
61272	15%	40%	2%	7%	2%	57%
61299	3%	20%	0	0	0	0
61200	3%	20%	0	0	0	0

## OCC SERIES DISTRIBUTION

1101	0	0	0	3%	83%	0
1144	79%	0	0	11%	7%	0
2091	0	0	0	6%	0	0
3502	0	0	0	0	0	0
5704	0	0	0	4%	0	0
6907	0	0	0	0	0	14%
6914	0	1%	0	0	0	0
7407	0	0	87%	45%	6%	0
NO RESPONSE	0	0	1%	1%	0	0
					2%	0

\* Denotes less than 1 percent

TABLE 4 (CONTINUED)  
SELECTED BACKGROUND DATA FOR CAREER LADDER

PAYGRADE DISTRIBUTION	SENIOR MANAGER (SIG101)	ADVANCED TRAINING INSTRUCTOR (SIG317)	MEATCUTTER PERSONNEL (SIG086)	STORE- WORKER (SIG052)	QAE (SIG117)	TRAINING MANAGER (SIG228)
E-1 to E-3	0	0	3%	7%	2%	0
E-4	0	20%	4%	8%	0	0
E-5	0	20%	4%	11%	2%	29%
E-6	3%	20%	1%	3%	0	43%
E-7	12%	0	1%	1%	0	14%
E-8	3%	20%	0	0	0	0
E-9	3%	20%	0	0	0	0
AVERAGE NUMBER OF TASKS PERFORMED	26	71	82	30	27	41
AVERAGE MONTHS TAFMS	219	166	86	90	77	174
PERCENT IN FIRST ENLISTMENT	0	0	*	9%	*	0
PERCENT SUPERVISING	3%	40%	23%	13%	8%	43%

\* Denotes less than 1 percent

TABLE 4 (CONTINUED)  
SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS

	COMMISSARY OPERATIONS MANAGER (STG077)	WEE-SERV (STG098)	SYSTEM VERIFICATION (STG089)	EQUIPMENT & MAINTENANCE MANAGER (STG276)	PRODUCE PERSONNEL (STG179)
NUMBER IN GROUP	325	47	30	13	205
PERCENT OF SAMPLE	12%	2%	1%	*	14%
PERCENT CIVILIAN	52%	28%	13%	23%	74%
PERCENT MILITARY	48%	72%	87%	77%	26%
PERCENT IN CONUS	82%	74%	70%	77%	94%

DAFSC DISTRIBUTION

61230	0	0	0	0	0
61250	0	0	0	0	6%
61231	0	9%	13%	0	0
61250	0	0	0	0	0
61251	11%	53%	63%	69%	12%
61272	33%	11%	10%	8%	6%
61299	3%	0	0	0	0
61200	1%	0	0	0	0

OCC SERIES DISTRIBUTION

1101	0	2%	3%	0	0
1144	42%	4%	7%	8%	20%
2091	2%	6%	3%	15%	0
3502	0	0	0	0	0
5704	1%	0	0	0	0
6907	2%	2%	0	0	0
6914	5%	11%	0	0	54%
7407	0	2%	0	0	0
NO RESPONSE	0	0	1%	0	2%

\* Denotes less than 1 percent

TABLE 4 (CONTINUED)  
SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS

PAYGRADE DISTRIBUTION	COMMISSARY OPERATIONS MANAGER (STG077)	WEE-SERV (STG098)	SYSTEM VERIFICATION (STG089)	EQUIPMENT & MAINTENANCE MANAGER (STG276)	PRODUCE PERSONNEL (STG179)
E-1 to E-3	0	17%	24%	0	7%
E-4	4%	28%	20%	54%	6%
E-5	12%	28%	37%	15%	11%
E-6	13%	0	7%	8%	1%
E-7	14%	0	0	0	0
E-8	2%	0	0	0	0
E-9	1%	0	0	0	0
AVERAGE NUMBER OF TASKS PERFORMED	131	121	63	99	68
AVERAGE TAFMS (MOS)	171	81	86	94	88
PERCENT IN FIRST ENLISTMENT	*	17%	23%	0	7%
PERCENT SUPERVISING	83%	15%	30%	13%	45%

\* Denotes less than 1 percent



TABLE 4 (CONTINUED)  
SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS

	<u>FORKLIFT OPERATOR (STG365)</u>	<u>WAREHOUSE PERSONNEL (STG109)</u>	<u>CUSTOMER SERVICE PERSONNEL (STG081)</u>	<u>VENDOR ACCOUNTS CLERK (STG198)</u>	<u>PRICE AUDITOR (STG213)</u>	<u>ACOS (STG091)</u>
NUMBER IN GROUP	25	361	283	23	5	219
PERCENT OF SAMPLE	*	13%	11%	*	*	8%
PERCENT CIVILIAN	88%	54%	84%	91%	80%	79%
PERCENT MILITARY	12%	46%	16%	9%	20%	21%
PERCENT IN CONUS	100%	88%	96%	100%	100%	95%

DAFSC DISTRIBUTION

61230	0	0	0	0	0	0
61250	0	0	0	0	0	0
61231	4%	11%	8%	4%	0	8%
61251	8%	25%	6%	4%	20%	11%
61272	0	9%	2%	0	0	2%
61299	0	0	0	0	0	0
61200	0	0	0	0	0	0

OCC SERIES DISTRIBUTION

1101	0	0	0	0	0	0
1144	0	0	1%	0	0	0
2091	0	0	83%	87%	40%	77%
3502	4%	0	0	0	0	0
5704	12%	4%	0	0	0	0
6907	52%	32%	0	0	0	0
6914	20%	18%	0	4%	40%	1%
7407	0	0	0	0	0	0
NO RESPONSE	0	1%	0	0	0	1%

\* Denotes less than 1 percent

TABLE 4 (CONTINUED)

## SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS

PAYGRADE DISTRIBUTION	FORKLIFT OPERATOR (STG365)		WAREHOUSE PERSONNEL (STG109)		CUSTOMER SERVICE PERSONNEL (STG081)		VENDOR ACCOUNTS CLERK (STG198)		PRICE AUDITOR (STG213)		ACOS (STG091)	
E-1 to E-3	4%	14%	9%	0	0	0	0	0	0	10%		
E-4	8%	15%	4%	4%	4%	20%	5%					
E-5	0	14%	2%	4%	5%	0						
E-6	0	3%	1%	0	1%	0						
E-7	0	0	0	0	0	0						
E-8	0	0	0	0	0	0						
E-9	0	0	0	0	0	0						
AVERAGE NUMBER OF TASKS PERFORMED	15	59	55	14	14	60						
AVERAGE TAFMS (MOS)	49	80	51	117	59	59						
PERCENT IN FIRST ENLISTMENT	*	16%	10%	0	0	9%						
PERCENT SUPERVISING	4%	33%	34%	4%	0	11%						

\* Denotes less than 1 percent

II. ADVANCED TRAINING INDEPENDENT JOB (STG317, N=5). The five military members forming this independent job are one of the more experienced groups in the career field (averaging 166 months TAFMS). These incumbents report having a job title of Instructor. Four of the five are assigned to HQ AFCONS. They are responsible for determining training requirements and preparing training programs. Representative tasks include:

- determine training requirements
- conduct Air Force Commissary Service (AFCONS) training programs
- develop nonresident course training materials
- evaluate effectiveness of training programs
- direct or implement training programs
- conduct resident course classroom training

III. MEATCUTTER PERSONNEL CLUSTER (STG086, N=558). This cluster of 558 military and civilian personnel represents 21 percent of the survey sample. Meatcutter personnel spend the majority of their time performing tasks unique to meat processing functions. Seventy-one percent of their time is spent on Duty K - performing meat department management and meatcutter activities. Typical tasks performed by this group include:

- cut meat using hand saws or knives
- cut meat using power band saws
- trim fat from meat items
- maintain cutting and boning knives
- sharpen knives
- tray meat items for resale

Civilians make up 88 percent of this job, with most holding occupational series 7407 (Meatcutter). They average 5 years Federal service. Military members make up the remaining 12 percent and range in paygrade from E-2 through E-7. They average 7 years of military service.

IV. STOREWORKER PERSONNEL CLUSTER (STG052, N=157). Representing 6 percent of the survey sample, personnel in this cluster work in grocery departments and resale stores. They perform a wide variety of tasks ranging from merchandising department or store products and displaying sales information, to removing damaged food from shelves, stocking or restocking shelves, and manually pricing sales store stock. Typical tasks of this job include:

- affix or change grocery shelf price labels
- stock grocery shelves
- stock grocery display cases
- determine allocation of shelf space for grocery items
- dispose of damaged, spoiled, or condemned grocery items
- rotate resale stocks

Seventy percent of the personnel in this job are civilians, with 45 percent holding occupational series 6914 and another 11 percent holding occupational series 1144. Civilian members indicate over 14 years of Federal service. Military members of this group report grades ranging from E-2 to E-7 and average slightly over 7 years of military service.

V. QUALITY ASSURANCE EVALUATOR (QAE) CLUSTER (STG117, N=64). This cluster of both military and civilian members comprises 2 percent of the survey sample. Much of their work involves dealing with companies doing business with the commissary facilities. Various companies have contracts to stock and sell their products within commissary facilities, and it is the responsibility of QAE personnel to monitor the contractors' performance and document noncompliance. In addition, they are responsible for establishing standards of performance required of the contractors. Representative tasks of this job include:

- evaluate contractor performance or compliance with contracts
- conduct inspections of commissary facilities
- inspect and monitor security of commissary facilities
- affix or change grocery shelf price labels
- conduct inspections of equipment

Ninety-six percent of the cluster members are civilians, with 83 percent having occupational series 1101. They have over 11 years Federal service.

VI. TRAINING MANAGEMENT INDEPENDENT JOB (STG228, N=7). This small independent job is comprised primarily (86 percent) of military NCOs in paygrades E-5 through E-7. The remaining 14 percent are civilians who indicated they are in occupational series 6907. These seven individuals differ from the Training Instructors in Group II above in that they perform a combination of both supervisory and training related tasks. Unlike the members of Group II, who spend 47 percent of their time on training and 33 percent on supervision functions, these personnel spend 20 percent of their time on training and 48 percent on supervision. Representative tasks performed by group members include:

- annotate training records
- conduct OJT
- write EPRs
- supervise civilian personnel
- brief employees on standard of conduct
- counsel trainees on training programs

VII. COMMISSARY OPERATIONS MANAGEMENT CLUSTER (STG077, N=325). This cluster is almost evenly split between military (48 percent) and civilian (52 percent). Representing 12 percent of the survey sample, these incumbents are

responsible for managing the day-to-day operations of various commissary departments. The variety of job titles for these personnel ranges from grocery department manager, troop support manager, and customer service manager, to mobility training manager. Much of their time is spent resolving customer complaints, establishing work priorities, and supervising civilian personnel. Very few technical tasks are performed. Representative tasks include:

- supervise civilian personnel
- conduct inspections of commissary facilities
- establish work priorities
- participate in staff meetings, conferences, or workshops,  
other than conducting
- plan or schedule work assignments
- establish work schedules
- brief employees on standards of conduct

Civilian members of this cluster primarily hold occupational series 1144 (42 percent) and reflect an average of 10 years total Federal service. Military members are primarily 5- and 7-skill levels.

VIII. WEE SERV CLUSTER (STG098, N=47). This job encompasses tasks which are similar to those performed by members of the Storeworker cluster described above (Group IV). The Wee-Serv store is an extension of a main commissary facility, but handles a smaller volume. The intent of the Wee-Serv store is customer convenience. It is normally used by customers to pick up a few items until they can do their regular shopping. Representative tasks for this job include:

- affix or change grocery shelf price labels
- identify authorized patrons
- stock grocery shelves
- stock grocer display cases
- operate electronic cash registers
- determine location for grocery items

Seventy-three percent of the cluster members are military and range in paygrade from E-2 to E-5. Civilian members primarily are in occupational series 6914 and 2091 and reflect over 4 years Federal civil service.

IX. SYSTEM VERIFICATION MONITOR CLUSTER (STG089, N=30). This small cluster of 30 members is primarily comprised of military personnel (87 percent). These incumbents conduct unannounced spot-checks of in-checking of deliveries from vendors, perform unannounced and random spot-checks for daily and frequent deliveries, perform spot-checks for scheduled warehouse deliveries, and conduct random checks of receiving reports. They are also responsible for the accountability reports returned to the commissary by accounting

and finance for corrections, ensuring vehicles' operation safety, checking foodhandlers' cards and keeping them current, monitoring equipment supplies, and conducting periodic commissary self-inspections. Examples of tasks which define this group include:

- conduct self-inspections
- conduct inspections of commissary facilities
- spot-check daily, frequent, and scheduled grocery deliveries
- perform price cost verifications
- conduct inspections of equipment
- verify receiving reports

Military members of this group primarily hold the 5-skill level (63 percent) and are largely E-5 and below. Average time in service is a little over 7 years. The few civilians identified within this cluster primarily hold occupational series 1101, 1144, and 2091.

X. EQUIPMENT AND MAINTENANCE MANAGEMENT INDEPENDENT JOB (STG276, N=13). The members of this small independent job group are responsible for purchasing equipment for commissary facilities and ensuring that all commissary equipment is properly maintained and accounted for. Much of this is handled through the commissary trust revolving fund (CTRF). Typical tasks include:

- initiate AF Forms 9 (Request for Purchase)
- initiate AF Forms 332 (BCE Work Request)
- maintain base civil engineering (BCE) service call register
- conduct inspections of commissary facilities
- conduct inspections of equipment
- monitor CTRF or surcharge budgets

Seventy-seven percent of these members are military and hold primarily a 61251 DAFSC. Paygrades range from E-4 to E-7. These incumbents have over 7 years TAFMS. The civilian members in this group are all GS-4s in occupational series 2091 or 1144. They have an average of 5 years Federal civil service.

XI. PRODUCE PERSONNEL CLUSTER (STG179, N=205). The 205 civilian and military personnel in this cluster represent 7 percent of the survey sample, and work in the Produce Departments of the commissary. Forty-four percent of their job time is spent performing produce department management and merchandising activities (Duty J), and another 17 percent is spent performing common grocery, meat, and produce department activities. Many of their tasks involve ordering, storing, processing, pricing, and displaying produce line items. Typical tasks performed include:

- stock produce counters
- pull produce from counter displays
- dispose of damaged, spoiled, or condemned produce line items
- wrap, seal, label, and price produce by hand
- process produce line items for resale
- determine location for produce line items

Seventy-four percent of the cluster members are civilians in occupational series 6914 and 1144. Average Federal civil service time for these members is 5 years. The military members of the cluster are primarily 5-skill levels, with most having over 7 years TAFMS.

XII. FORKLIFT OPERATOR INDEPENDENT JOB (STG365, N=25). This small group of primarily civilian personnel all work in the warehouse. They perform a very specialized job (average number of tasks performed is 15) involving tasks dealing with palletizing and depalletizing items, and loading and unloading vehicles. Representative tasks include:

- palletize or depalletize subsistence
- position subsistence in warehouse
- position equipment in warehouse
- perform operator preventive maintenance on materiel
  - handling equipment, such as forklifts or pallet jacks
- secure equipment in warehouse

Civilian personnel make up 88 percent of the members in this cluster, most of whom are WG-4 and WG-5 personnel in occupational series 6907, 6914, or 5704. Military members are primarily in paygrade E-4 or below.

XIII. WAREHOUSE PERSONNEL CLUSTER (STG109, N=361). This cluster of 361 military and civilian personnel represents 14 percent of the survey sample. Most of these members spend a great deal of their time performing duties associated with warehouse tasks, such as receiving and storing subsistence and equipment (46 percent); issuing, transferring, and delivering subsistence and equipment (6 percent); and performing troop support activities (6 percent). They also perform tasks such as inventory warehouse stock, rotate warehouse stock, inspect incoming stock, and review receiving reports. Representative tasks include:

- in-check daily delivered subsistence
- in-check scheduled delivered subsistence
- in-check frequent delivered subsistence
- inspect quantity of incoming subsistence
- verify subsistence case packs
- inspect condition of incoming subsistence

Civilians make up 54 percent of this group and reflect paygrades ranging from WG-4 to WG-6 and occupational series 6907 and 6914. Military members primarily are 5-skill levels in paygrades E-5 or below.

XIV. CUSTOMER SERVICE CLUSTER (STG081, N=283). This largely civilian job cluster represents 11 percent of the survey sample. Members of this group primarily work at the checkout registers in the commissary. Seventy-five percent of their relative time is spent on one duty, Performing Customer Service. Typical tasks of this group include:

- operate electronic cash registers
- make change for customers
- open or close electronic cash registers
- approve personal checks
- collect and verify vendor coupons, other than local vendor coupons

Civilians within this job group primarily are in occupational series 2091. Seventy-four percent are in paygrades ranging between GS-3 and GS-6. The few military members found in this job group are generally lower ranking personnel holding the 3- or 5-skill level and in paygrades of E-5 or below.

XV. VENDOR ACCOUNT CLERK INDEPENDENT JOB (STG198, N=23). This small job is comprised largely of civilians (91 percent) who are responsible for coordinating and updating prices set by vendors doing business with the commissary. These personnel verify price costs and process vendor price reductions. They do much of their work using the Automated Commissary Operation System (ACOS) or a programmable work station (PWS). Price data are constantly loaded, updated, or corrected in the ACOS or PWS. Typical tasks include:

- update data in ACOS or PWS
- correct pricing errors in ACOS or PWS
- maintain supply bulletin files
- operate small computers, such as Wang, Z-100, and Z-248
- perform file maintenance on ACOS or PWS

Civilians in this cluster are primarily in occupational series 2091. They have an average paygrade of GS-4, with slightly over 8 years total Federal civil service.

XVI. PRICE AUDITOR INDEPENDENT JOB (STG213, N=5). Four of the five members of this small job are civilians who perform a very narrow range of tasks related to adjusting and correcting prices. They average only 14 tasks which include:



- perform price audits of portable transaction ordering computer
- affix or change grocery shelf price labels
- load price changes into scanning systems
- correct price errors in ACOS or PWS

The civilian members are in occupational series 2091 and 6914.

XVII. AUTOMATED COMMISSARY OPERATION SYSTEM (ACOS) CLUSTER (STG091, N=173). Representing 8 percent of the survey sample, the 219 military and civilian personnel in this cluster spend 43 percent of their relative job time performing tasks relating to the ACOS. They operate PWSs, data entry terminals, office microcomputers, and other automated data processing equipment. They are also responsible for automated data processing functions such as processing requisitions, purchase requests, voucher and control records, and receiving reports. Typical tasks include:

- input receipts into ACOS or PWS
- verify ACOS or PWS receiving reports
- process AF forms 287 (subsistence request)
- program ACOS or PWS to run order forms
- perform day-end procedures
- print shelf price labels

Seventy-nine percent of this group are civilians in occupational series 1144. All report having a paygrade of GS-4 and average slightly over 7 years total Federal civil service time.

#### Comparison to Previous Survey

Jobs identified in the present survey were compared to those reported in the previous OSR (see Table 5). The basic structure of the Commissary Services specialty has changed very little since the last surveys in 1980 and 1987, with essentially the same jobs being performed. The few differences noted between the two surveys can be attributed more to differences in inventory construction and analysis techniques than in a reflection of major job changes within the AFSC 612XX specialty.

#### Summary

Overall, the AFSC 612XX career field has been fairly stable over the years in terms of job structure. Survey data show a clear distinction between Meatcutter (AFSC 612X0) and Subsistence Operations (AFSC 612X1) functions. Meatcutter job incumbents clearly perform a single job involving meatcutter activities. Members of the Subsistence Operations career ladder, on the other

TABLE 5  
COMPARISON OF CAREER LADDER STRUCTURE FOR  
CURRENT AND PREVIOUS SURVEY

<u>FUNCTIONS IDENTIFIED IN CURRENT STUDY</u>	<u>JOB IDENTIFIED IN PREVIOUS OSR</u>
SENIOR MANAGEMENT	COMMISSARY FRONT-END PERSONNEL
ADVANCED TRAINING INSTRUCTOR	TRAINING TECHNICIANS
MEATCUTTER PERSONNEL	COMMISSARY MEATCUTTERS
STOREWORKER	WAREHOUSE AND STORE PERSONNEL
TRAINING MANAGEMENT	SUBSISTENCE OPERATIONS TRAINING MONITORS
COMMISSARY OPERATION MANAGERS	COMMISSARY MANAGEMENT PERSONNEL
EQUIPMENT & MAINTENANCE PERSONNEL	EQUIPMENT SUPPLY MONITOR
PRODUCE PERSONNEL	SUBSISTENCE WAREHOUSE PERSONNEL
WAREHOUSE PERSONNEL	SUBSISTENCE WAREHOUSE PERSONNEL
PRICE AUDITORS	PRICE CONTROL CLERKS
ACOS PERSONNEL	SUBSISTENCE ADMINISTRATIVE CLERKS
QUALITY ASSURANCE EVALUATORS	NOT MATCHED
WEE-SERV OPERATIONS PERSONNEL	NOT MATCHED
SYSTEM VERIFICATION	NOT MATCHED
FORKLIFT OPERATOR	NOT MATCHED
CUSTOMER SERVICE PERSONNEL	NOT MATCHED
VENDOR ACCOUNTS CLERK	NOT MATCHED
NOT MATCHED	STOCKERS

hand, work in a variety of jobs on the commissary side. The job structure identified above clearly supports the current classification structure of the career ladder.

### CAREER LADDER PROGRESSION

An analysis of DAFSC groups, in conjunction with the analysis of the career ladder structure, is an important part of each occupational survey. The DAFSC analysis identifies differences in tasks performed at the various skill levels. This information can then be used to evaluate how well career ladder documents, such as AFR 39-1 Specialty Descriptions and the STS, reflect what career field personnel are actually doing in the field.

The DAFSC analysis provides a comparison of tasks and jobs performed across skill-level groups in each career ladder. Distribution of skill-level groups across the various career ladder jobs is shown in Table 6, while Table 7 offers another perspective by displaying the relative time spent on duties by members of each skill level.

A typical pattern of progression is noted within the AFSC 612XX specialty. Personnel at the lower skill levels spend most of their time on technical tasks. As they progress to the 7-skill level, time spent on supervisory functions increases, but a great deal of their time is still spent on technical functions. It is at the 9-skill and CEM level that most of their time is spent on managerial and supervisory tasks.

### SKILL-LEVEL DESCRIPTIONS

DAFSC 61230/61250. Three- and 5-skill level meatcutters perform almost exclusively meatcutting and meat processing tasks. This is reflected in the fact that 86 percent of this group work in the Meatcutter job (see Table 6) and spend 64 percent of their time performing meat department management and meatcutter activities and common grocery, meat, and product department activities (See Table 7). Common tasks performed by these incumbents are presented in Table 8.

DAFSC 61231/61251. Unlike the meatcutter group, these personnel reflect a more diverse work structure. These personnel are found in 10 of the 17 job groups identified in the job structure section, with the largest percentage (27 percent) working in the Warehouse cluster. Smaller percentages are working in such jobs as Customer Service, Wee-Serve Operations, Storeworker, Commissary Operation Management, and System Verification. Because of this wide dispersion across the many career ladder jobs, very few tasks are being performed in common by 3- and 5-skill level subsistence operations personnel, as shown in Table 9. Many of the top tasks reflected in Table 9 relate to

TABLE 6  
DISTRIBUTION OF SKILL-LEVEL MEMBERS  
ACROSS CAREER LADDER JOB AREAS

JOBS	PERCENT MEMBERS			
	61230/50 (N=58)	61231/51 (N=487)	61272 (N=235)	61299/00 (N=19)
SENIOR MANAGEMENT	0	0	2%	11%
ADVANCED TRAINING INSTRUCTOR	0	*	1%	11%
MEATCUTTER PERSONNEL	86%	0	0	0
STOREWORKER	0	7%	5%	0
QUALITY ASSURANCE EVALUATORS	0	*	*	0
TRAINING MANAGEMENT	0	*	2%	*
COMMISSARY OPERATION MANAGEMENT	0	7%	46%	68%
WEE-SERV OPERATIONS PERSONNEL	0	6%	2%	0
SYSTEM VERIFICATION	0	5%	1%	0
EQUIPMENT & MAINTENANCE PERSONNEL	0	2%	0	0
PRODUCE PERSONNEL	0	2%	0	0
FORKLIFT OPERATOR	0	1%	0	0
WAREHOUSE PERSONNEL	0	27%	14%	0
CUSTOMER SERVICE PERSONNEL	0	8%	0	0
VENDOR ACCOUNTS CLERK	0	*	0	0
PRICE AUDITORS	0	*	0	0
ACOS PERSONNEL	0	1%	*	0
NOT GROUPED	14%	34%	26%	10%

\* Denotes less than 1 percent

TABLE 7

TIME SPENT ON DUTIES BY MEMBERS OF SKILL-LEVEL GROUPS  
(RELATIVE PERCENT OF JOB TIME)

DUTIES	61230/50 (N=58)	61231/51 (N=487)	61272 (N=235)	61299/00 (N=19)
A ORGANIZING AND PLANNING	4	6	13	21
B DIRECTING AND IMPLEMENTING	4	5	12	16
C INSPECTING AND EVALUATING	4	5	14	25
D TRAINING	1	2	7	10
E PERFORMING STORE ADMINISTRATIVE AND MERCHANDISING ACTIVITIES	5	12	10	7
F PERFORMING AUTOMATED COMMISSARY OPERATIONS SYSTEM (ACOS) OR PROGRAMMABLE WORK STATIONS (PWS) ACTIVITIES	1	7	2	1
G PERFORMING CUSTOMER SERVICE	1	10	4	1
H PERFORMING COMMON GROCERY, MEAT, AND PRODUCE DEPARTMENT ACTIVITIES	8	7	6	1
I PERFORMING GROCERY DEPARTMENT MANAGEMENT MERCHANDISING ACTIVITIES	1	6	6	2
J PERFORMING PRODUCE DEPARTMENT MANAGEMENT AND MERCHANDISING ACTIVITIES	1	4	3	1
K PERFORMING MEAT DEPARTMENT MANAGEMENT AND MEATCUTTER ACTIVITIES	58	1	3	*
L RECEIVING AND STORING SUBSISTENCE AND EQUIPMENT	4	17	7	5
M ISSUING, TRANSFERRING, AND DELIVERING SUBSISTENCE AND EQUIPMENT	2	4	2	*
N PERFORMING TROOP SUPPORT ACTIVITIES	2	8	3	1
O PERFORMING GENERAL INVENTORY ACTIVITIES	1	1	2	3
P MAINTAINING EQUIPMENT, TOOLS, AND FACILITIES	3	2	1	*
Q PERFORMING MOBILITY TRAINING	1	3	5	5

TABLE 8  
REPRESENTATIVE TASKS PERFORMED BY 61230/50 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=58)
K536 Wrap, seal, label, and price retail meat cuts by hand	77
K537 Wrap, seal, label, and price retail meat cuts using packaging machines	77
K487 Cut meat using power band saws	77
K534 Trim fat from meat items	77
K486 Cut meat using hand saws or knives	76
K533 Tray meat items for resale	72
K470 Arrange meat stock on display	79
K525 Sharpen knives	74
K511 Prepare meat items for resale	69
K529 Stock meat department display cases	70
K502 Maintain cutting and boning knives	69
K531 Tenderize meat items	81
K526 Slice prepared cured meat items	76
K517 Replenish meat stock on display	60
K469 Analyze rotation of meat items	70
K475 Clean meat storage rooms	70
K500 Inventory meat products	74
K493 Determine meat items to be rewrapped	74
K498 Grind meat items	72
K471 Assemble or disassemble powered meat equipment	70

TABLE 9  
REPRESENTATIVE TASKS PERFORMED BY 61231/51 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=487)
M586 Complete AF Forms 129 (Tally In-Out)	43
A32 Participate in staff meetings, conferences, or workshops, other than conducting	41
A4 Conduct inspections of equipment	37
Q677 Participate in mobility TQT	37
C96 Conduct self-inspections	36
L567 Palletize or depalletize subsistence	35
H397 Complete AF Forms 287 (Subsistence Request)	35
I423 Affix or change grocery shelf price labels	34
L547 Identify damaged, spoiled, or condemned subsistence items	33
A3 Conduct inspections of commissary facilities	33
L584 Verify quantity of ordered subsistence	31
L585 Verify subsistence case packs	30
L559 Inspect condition of incoming subsistence	30
L550 Identify opened cases or containers	30
G361 Identify authorized patrons	30
L553 Incheck daily delivered subsistence	29
L555 Incheck scheduled delivered subsistence	29
G373 Operate electronic cash registers	29
L561 Inspect identity of incoming subsistence	29
L563 Inspect quantity of incoming subsistence	29

receiving and storing subsistence and equipment. Interestingly, 34 percent of these personnel did not group into any job group based on tasks performed and time spent on those tasks.

DAFSC 61272. AFSCs 61230/50 and 61231/51 merge at the 7-skill level (61272). These personnel also perform a wide range of functions, but clearly reflect a greater emphasis on supervisory and management functions than seen at the 3- and 5-skill levels. Forty-six percent of 7-skill level members work in the Commissary Operation Management job, while smaller percentages work in the Senior Management job. Continued involvement of these personnel in technical jobs is reflected in the fact that 14 percent work in the Warehouse job, while smaller percentages work in the Storeworker and Wee-Serve Operations jobs. Twenty-six percent of these personnel did not group into any identifiable job group. Table 10 lists representative tasks performed by members of this skill level, while Tables 11 and 12 reflect those tasks which best differentiate between DAFSC 61230/50 and 61231/51 personnel and the 7-skill levels.

DAFSC 61299/00. There are only 19 of these most senior personnel in the sample. All work in either the Commissary Operation Management, Senior Management, or Advanced Training Instructor jobs (see Table 6). Representative tasks performed by 9-skill level and CEM members are listed in Table 13, while tasks that best distinguish between 7-skill level respondents and members of this senior group are listed in Table 14. Figures in the top portion of Table 14 show 7-skill level personnel perform more supervisory or technical tasks, while figures in the lower half clearly show that 9-skill level and CEM members perform more of a managerial job.

### Summary

Survey data show Commissary Services personnel typically progress through the skill levels, with 3- and 5-skill level personnel spending more time on purely technical aspects of the career ladder. The only common trend for the two career ladders presented above is the shift in job emphasis to supervision and management at the 7-skill level and 9- and CEM-code levels.

## AFR 39-1 SPECIALTY JOB DESCRIPTION ANALYSIS

The current AFR 39-1 Specialty Descriptions for both the AFSC 612X0 and 612X1 career ladders were compared to job descriptions for each job identified and for each DAFSC group. Survey data suggest the jobs and tasks included in the current AFR 39-1 Specialty Descriptions provide a thorough overview of the work being done in the field.



TABLE 10  
REPRESENTATIVE TASKS PERFORMED BY 61272

TASKS	PERCENT MEMBERS PERFORMING (N=235)
A32 Participate in staff meetings, conferences, or workshops, other than conducting	75
A3 Conduct inspections of commissary facilities	74
C96 Conduct self-inspections	69
A1 Assign personnel to work areas or duty positions	66
B49 Brief employees on standards of conduct	64
B84 Supervise civilian personnel	62
B55 Counsel personnel on personal or military-related matters	62
A38 Plan or schedule work assignments	57
D152 Annotate training records	56
A4 Conduct inspections of equipment	55
A29 Establish work priorities	55
Q677 Participate in mobility TQT	54
C110 Evaluate performance standards of subordinates	54
A30 Establish work schedules	54
C148 Write EPRs	52
C129 Inspect personnel for compliance with health or military standards	51
B52 Conduct safety or security meetings	51
A3 Conduct inspections of commissary facilities	51
C113 Evaluate personnel for recognition	51
C149 Write recommendations for awards and decorations	50

TABLE 11

TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC  
61230/50 AND DAFSC 61272 PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASKS	61230/50 (N=58)	61272 (N=235)	DIFFERENCE
K531 Tenderize meat items	81	4	77
K534 Trim fat from meat items	77	3	75
K487 Cut meat using power band saws	77	4	74
K537 Wrap, seal, label, and price retail meat cuts by using packaging machines	77	4	73
K470 Arrange meat stock on display	79	6	73
A3 Conduct inspections of commissary facilities	31	73	-42
B88 Supervise Subsistence Operations Specialists (AFSC 61251)	2	45	-43
C148 Write EPRs	3	52	-49
D152 Annotate training records	10	57	-46
B55 Counsel personnel on personal or military-related matters	7	52	-55

TABLE 12

TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC  
61231/51 AND DAFSC 61272 PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASKS	61231/51 (N=487)	61272 (N=235)	DIFFERENCE
E235 Maintain civilian time cards or forms	33	12	21
E209 Escort visitors through facilities	48	27	21
E217 Initiate AF Forms 332	34	13	21
Q674 Inspect mobility bags and kits	27	16	11
Q676 Maintain file of mobility self-inspections checklists	33	13	20
I424 Determine allocation of shelf space for grocery items	36	18	20
B55 Counsel personnel on personal or military-related matters	19	62	-43
A1 Assign personnel to work areas or duty positions	24	65	-41
C149 Write recommendations for awards and decorations	9	49	-40
C110 Evaluate performance standards or subordinates	14	54	-40
C148 Write EPRs	12	52	-40
A3 Conduct inspections of commissary facilities	34	73	-39

TABLE 13  
REPRESENTATIVE TASKS PERFORMED BY 61299/00 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=19)
A32 Participate in staff meetings, conferences, or workshops, other than conducting	89
B55 Counsel personnel on personal or military-related matters	84
C149 Write recommendations for awards and decorations	84
C113 Evaluate personnel for recognition	84
A13 Develop organizational policies or operating instructions	74
A3 Conduct inspections of commissary facilities	73
A6 Determine budget requirements	73
A34 Plan briefings	68
B53 Conduct staff meetings, conferences, or workshops, other than for training	68
A29 Establish work priorities	68
A7 Determine logistics requirements, such as equipment, personnel, or space	68
A39 Plan or schedule work priorities	63
A47 Write job or position descriptions	63
B82 Interpret policies, directives, or procedures for subordinates	63
A48 Write replies to investigation reports	63
B80 Initiate civilian personnel actions, such as promotions, reassignments, or disciplinary actions	63
B65 Draft inputs to directives or publications	58
C112 Evaluate personnel for promotion, demotion, or reclassification	58
C111 Evaluate personnel for compliance with performance standards	58
C148 Write EPRs	58

TABLE 14

TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC  
61272 AND 61299/00 PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASKS	61272 (N=235)	61299/00 (N=13)	DIFFERENCE
D157 Conduct OJT	51	7	43
B87 Supervise Apprentice Subsistence Operations Specialists (AFSC 61231)	34	0	34
H413 Process special orders for patrons	34	0	34
H408 Monitor temperature in display cases, storage rooms, or processing areas	40	7	33
H406 Maintain sanitation of department areas	29	0	29
I440 Verify and record temperature in storage rooms, other than for troop support	28	0	28
A6 Determine budget requirements	24	84	-60
B68 Draft responses to audits	12	69	-57
A13 Develop organizational policies or operating procedures	32	84	-52
B65 Draft inputs to directives or publications	9	61	-52
B53 Conduct staff meetings, conferences or workshops, other than training	28	77	-49
A45 Schedule staff meetings	23	69	-46

## TRAINING ANALYSIS

Occupational survey data are one of the many sources of information which can be used to assist in the development of a training program relevant to the needs of personnel in their first enlistment. Factors which may be used in examining training include the overall description of the job and tasks being performed by first-enlistment personnel and their overall distribution across career ladder jobs, along with TE and TD ratings.

### Training Emphasis (TE) and Task Difficulty (TD) Data

Training emphasis (TE) and task difficulty (TD) data are secondary factors that can assist training personnel in deciding which tasks should be emphasized in entry-level training. These ratings, based on the judgment of senior career ladder NCOs working at operational units in the field, are collected to provide training personnel with a rank-ordering of those tasks in the job inventory considered important for first-term airman training (TE), along with a measure of the difficulty of the job inventory tasks. When combined with data on the percentages of first-enlistment personnel performing tasks, effective training programs (whether at the OJT level or at the formal tech school level) can be developed.

As mentioned earlier in the Task Factor Administration section of this report, TE ratings are available only for the Subsistence Operations AFSC (612X1). Tasks with the highest TE ratings are listed in Table 15, while tasks with the highest TD ratings are listed in Table 16. It is interesting to note that many of the tasks with high training emphasis are related to mobility- and troop support-type tasks, while tasks with highest TD ratings are mostly supervisory- and management-type tasks. A complete listing of both TE and TD ratings can be found in the Training Extract to this report.

### First-Enlistment Meatcutter Personnel (AFSC 612X0)

Twenty-six AFSC 612X0 respondents indicated they are in their first enlistment. The largest percentage work in meat departments and perform meat-cutter activities. Table 17 shows that 77 percent of their time is spent on tasks pertaining to performing meat department management and meatcutter activities and common grocery, meat, and produce department activities. Representative tasks performed by these members are listed in Table 18. Table 19 lists equipment items used by 30 percent or more of the first-enlistment AFSC 612X0 personnel.

### First-Enlistment Subsistence Operations Personnel (AFSC 612X1)

There were 214 DAFSC 612X1 first-enlistment personnel in the survey sample. Figure 2 shows the distribution of these members across the job groups. The largest percentage (29 percent) work in the Warehouse job cluster, while 13 percent are found in the Customer Service cluster. Other jobs

TABLE 15  
SAMPLE OF TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS  
(AFSC 612X1)

TASKS	TNG EMP	PERCENT MEMBERS PERFORMING		
		1-24 TAFMS	1-48 TAFMS	TSK DIFF
Q677 Participate in mobility TQT	6.46	27	27	4.62
H397 Complete AF Forms 287 (Subsistence Request)	6.30	28	28	3.99
N621 In-check troop support subsistence	6.30	26	24	4.18
N628 Rotate WRM subsistence	6.22	15	16	4.09
N614 Conduct troop support inventories	5.86	23	23	5.11
M586 Complete AF Forms 129 (Tally In-Out)	5.73	28	32	4.27
N627 Rotate troop support subsistence	5.59	26	26	3.77
N622 Maintain troop support subsistence consumption records	5.54	10	12	4.46
G373 Operate electronic cash registers	5.49	29	31	4.55
N626 Requisition troop support subsistence items, other than thru MILSTRIP or MILSBILLS	5.41	6	7	5.32
F304 Extract data from ACOS or PWS	5.38	13	14	5.74
L554 In-check frequent delivered subsistence	5.38	29	29	4.62
G361 Identify authorized patrons	5.32	27	27	3.21
L555 In-check schedule delivered subsistence	5.30	27	29	4.58
E271 Process AF Forms 287 (Subsistence Request)	5.27	30	28	4.15
N625 Requisition troop support subsistence items thru MILSTRIP or (MILSBILLS)	5.27	5	6	5.60
H400 Conduct departmental inventories	5.22	16	15	5.67
N623 Make troop support forced issues or substitutions	5.11	13	15	5.02
F307 Input receipts into ACOS or PWS	5.05	13	13	5.95
H406 Maintain sanitation of department areas	5.05	15	18	4.62
N620 Identify troop support warehouse perishable or semiperishable subsistence	5.05	18	18	3.79
L553 In-check daily delivered subsistence	5.00	32	31	4.74
N615 Conduct troop support salvage control procedures	5.00	5	7	4.42
N613 Compute troop support requirements	4.95	6	7	5.54
L564 Inventory warehouse stocks	4.92	21	24	5.03

TE MEAN = 2.22, S.D. = 1.38  
TD MEAN = 5.00, S.D. = 1.00

TABLE 16

## SAMPLE OF TASKS WITH HIGHEST TASK DIFFICULTY RATINGS

TASKS	TSK DIFF	PERCENT MEMBERS PERFORMING				61250	61251	61272
		ALL	ALL	1-48	TAFMS			
		1-24 TAFMS	1-48 TAFMS	1-48 TAFMS	TAFMS			
A6 Determine budget requirements	9.05	2	2	2	5	9	24	
A19 Draft commissary operating program (COP) budgets	8.55	1	1	1	3	2	5	
A21 Draft operating and maintenance (O&M) budgets	8.46	1	1	1	3	3	7	
A20 Draft commissary trust revolving fund (CTRF) or surcharge budgets	8.26	1	2	2	0	5	7	
A10 Develop host-tenant support agreements (HTSA)	8.18	1	0	0	3	1	8	
A7 Determine logistics requirements, such as equipment, personnel, or space	8.07	1	2	2	10	12	35	
C147 Write COP analyses	7.92	0	0	0	0	0	4	
A47 Write job or position descriptions	7.61	1	1	1	0	7	24	
A9 Develop cost-reduction programs	7.40	2	2	2	3	3	14	
C98 Evaluate budget requirements	7.39	0	0	0	0	2	11	
C100 Evaluate commissary operating programs (COP)	7.34	0	0	0	0	1	6	
D185 Write STS or CTS materials	7.27	0	0	0	0	0	3	
B67 Draft recommendations for change in logistics requirements, such as equipment, personnel, or space	7.12	0	0	0	0	3	11	
B56 Direct commissary sales store activities	7.11	3	3	3	0	10	35	
D165 Develop nonresident course training materials	7.08	1	0	0	0	2	3	
A13 Develop organizational policies or operating instructions	7.02	1	1	1	10	13	32	
B80 Initiate civilian personnel actions, such as promotions, reassignments, or disciplinary actions	7.00	0	0	0	3	10	34	
D167 Develop resident course training materials	6.99	1	0	0	0	1	5	

TE MEAN = 2.22, S.D. = 1.38

TD MEAN = 5.00, S.D. = 1.00



TABLE 16 (CONTINUED)

## SAMPLE OF TASKS WITH HIGHEST TASK DIFFICULTY RATINGS

TASKS	TSK DIFF	PERCENT MEMBERS PERFORMING				61250	61251	61272
		ALL 1-24 TAFMS	ALL 1-48 TAFMS	ALL 1-48 TAFMS	ALL 1-48 TAFMS			
B68 Draft responses to audits	6.95	1	1	1	0	2	11	
D166 Develop performance tests	6.93	0	0	0	3	4	9	
F306 Implement month-end procedures	6.91	5	4	4	0	7	4	
A8 Determine type employees to hire, such as temporary or part-time	6.85	1	0	0	5	4	28	
E255 Monitor commissary trust revolving fund (CTRF) or surcharge budgets	6.83	0	0	0	0	6	10	
F318 Perform month-end procedures	6.74	7	7	7	0	9	4	
B79 Initiate actions required due to substandard performance of personnel	6.73	1	1	1	18	13	43	
C142 Review proposed structure drawings of commissary facilities	6.73	0	0	0	3	2	5	
E257 Monitor operating and maintenance (O&M) funds	6.72	0	0	0	0	3	8	

TE MEAN = 2.22, S.D. = 1.38

TD MEAN = 5.00, S.D. = 1.00

TABLE 17  
RELATIVE PERCENT OF TIME SPENT ACROSS DUTIES BY  
FIRST-ENLISTMENT AFSC 612X0 PERSONNEL

DUTIES	612X0 1-48 MOS TAFMS (N=26)
A ORGANIZING AND PLANNING	2
B DIRECTING AND IMPLEMENTING	2
C INSPECTING AND EVALUATING	1
D TRAINING	*
E PERFORMING STORE ADMINISTRATIVE AND MANAGEMENT SUPPORT CENTER ACTIVITIES	2
F PERFORMING AUTOMATED COMMISSARY OPERATIONS SYSTEM (ACOS) OR PROGRAMMABLE WORK STATION (PWS) ACTIVITIES	1
G PERFORMING CUSTOMER SERVICE	1
H PERFORMING COMMON GROCERY, MEAT, AND PRODUCE DEPARTMENT ACTIVITIES	7
I PERFORMING GROCERY DEPARTMENT MANAGEMENT AND MERCHANDISING ACTIVITIES	1
J PERFORMING PRODUCE DEPARTMENT MANAGEMENT AND MERCHANDISING ACTIVITIES	2
K PERFORMING MEAT DEPARTMENT MANAGEMENT AND MEATCUTTER ACTIVITIES	70
L RECEIVING AND STORING SUBSISTENCE AND EQUIPMENT	2
M ISSUING, TRANSFERRING, AND DELIVERING SUBSISTENCE AND EQUIPMENT	1
N PERFORMING TROOP SUPPORT ACTIVITIES	3
O PERFORMING GENERAL INVENTORY ACTIVITIES	1
P MAINTAINING EQUIPMENT, TOOLS, AND FACILITIES	2
Q PERFORMING MOBILITY TRAINING	1

\* Denotes less than 1 percent

TABLE 18  
REPRESENTATIVE TASKS PERFORMED BY  
FIRST-ENLISTMENT 612X0 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=26)
K533 Tray meat items for resale	81
K470 Arrange meat stock on display	81
K534 Trim fat from meat items	81
K529 Stock meat department display cases	81
K502 Maintain cutting and boning knives	77
K487 Cut meat using power band saws	77
K511 Prepare meat items for resale	77
K525 Sharpen knives	77
K526 Slice prepared cured meat items	73
K536 Wrap, seal, label, and price retail meat cuts by hand	73
K486 Cut meat using hand saws or knives	73
K475 Clean meat storage rooms	73
K537 Wrap, seal, label, and price retail meat cuts using packaging machines	73
K531 Tenderize meat items	73
K496 Display and layout meat items	73
K469 Analyze rotation of meat items	69
K493 Determine meat items to be rewrapped	69
K488 Cut special meat orders	69
K498 Grind meat items	65
K523 Select size of wrapping materials for meat items	65

TABLE 19

EQUIPMENT ITEMS USED BY MORE THAN 30 PERCENT OF  
FIRST-ENLISTMENT AFSC 612X0 PERSONNEL

<u>EQUIPMENT ITEMS</u>	<u>PERCENT MEMBERS USING (N=26)</u>
AUTOMATIC WRAPPER	85
BALER	31
BANDSAW	65
BOX CUTTER	42
CASH REGISTER	15
FLATBED CART	50
GRINDER	77
MIXER	42
PALLET JACK, ELECTRIC	46
PRICING GUN	31
SCALE, AUTOMATIC	85
SCALE, MANUAL	65
SLICER	81
TENDERIZER	85

# DISTRIBUTION OF FIRST-ASSIGNMENT AFSC 612X1 PERSONNEL ACROSS CAREER LADDER JOBS

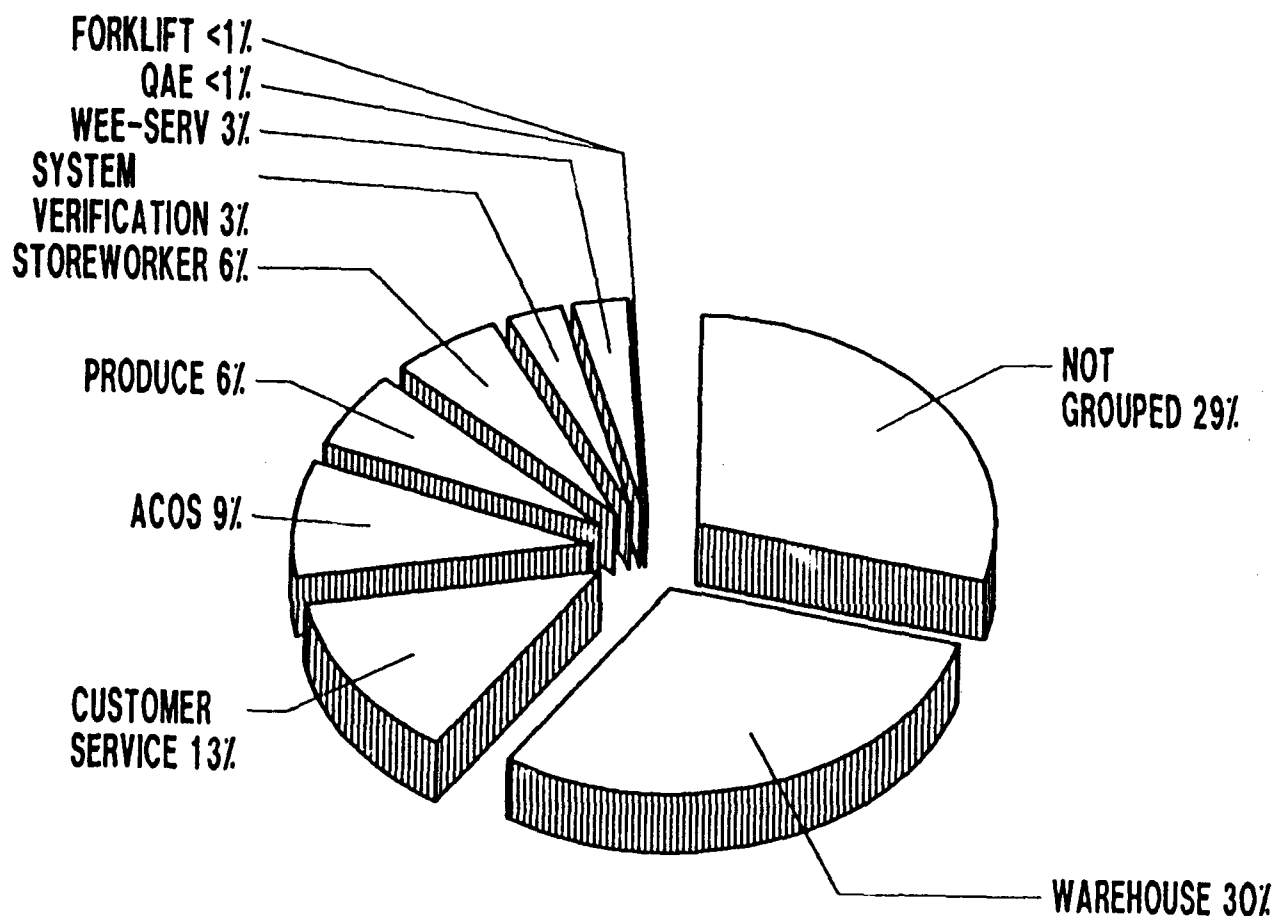


FIGURE 2

showing good numbers of first-enlistment personnel were the ACOS job (9 percent), the Storeworker job (6 percent), and the Produce Department job (6 percent). Table 20 shows the relative time spent on duties, while Table 21 lists representative tasks performed by these members. Table 22 lists equipment items used by more than 30 percent of all first-enlistment personnel.

Because of the fairly large number of different jobs in which first-enlistment personnel work, very few tasks are found to be common among all first-enlistment personnel. The most commonly performed tasks displayed in Table 21 relate primarily to receiving and storing subsistence and equipment (Duty L), but the percentage of all first-enlistment personnel performing the tasks is generally less than 33 percent. Because of this diversity, it is critical that career ladder managers develop effective OJT programs for first-enlistment personnel in the various AFSC 612X1 jobs.

### Specialty Training Standard (STS)

USAFOMS personnel met with the 3440th Technical Training Group personnel at Lowry AFB and matched tasks listed in the job inventory to line items of the STS. The end product of the match was a listing of the STS with job inventory tasks matched, percent members performing the tasks, and TD and TE ratings. These listings are also included in the Training Extract to this report. Criteria set forth in AFR 8-13, AFR 8-13/ATC Supplement 1 (Attachment 1, paragraph A1-3c(4)), and ATCR 52-22, Attachment 1, were used to review the relevance of each STS element that had inventory tasks matched to it.

AFSC 612X0 STS. Paragraphs 1 through 8 deal with general topics of career ladder progression, security, AFOSH, publications, AFSC organization, equipment processing, sanitation, and supply discipline. The technical aspects of the career ladder are included in paragraphs 9 through 11.

Using standard ATC criteria, 54 line items were evaluated. Fifty-two of the 54 (96 percent) line items are supported by survey data, meaning tasks matched are performed by more than 20 percent of first-job, first-enlistment, 5-, or 7-skill level members. There are, however, a number of tasks that are not referenced to the STS. These are listed in Table 23. Training personnel should review these tasks to determine if they suggest areas that should be added to the 612X0 STS.

AFSC 612X1 STS. Paragraphs 1 through 8 deal with general topics of career ladder progression, security, AFOSH, publications, graduate evaluation, training, supervision, and supply discipline, and were not reviewed. The technical aspects of the career ladder are included in paragraphs 9 through 22.

Using standard ATC criteria, 204 line items were evaluated. Of these, 164 were supported by survey data, meaning tasks matched are performed by more than 20 percent of first-job, first-enlistment, 5-, or 7-skill level members. Examples of the unsupported line items are given in Table 24. A full listing can be found in the Training Extract to this report. Career ladder personnel should review these unsupported elements to determine if they should be

TABLE 20

RELATIVE PERCENT OF TIME SPENT ACROSS DUTIES BY  
FIRST-ENLISTMENT AFSC 612X1 PERSONNEL

DUTIES	612X1 1-48 MOS TAFMS (N=214)
A ORGANIZING AND PLANNING	3
B DIRECTING AND IMPLEMENTING	1
C INSPECTING AND EVALUATING	2
D TRAINING	*
E PERFORMING STORE ADMINISTRATIVE AND MANAGEMENT SUPPORT CENTER ACTIVITIES	12
F PERFORMING AUTOMATED COMMISSARY OPERATIONS SYSTEM (ACOS) OR PROGRAMMABLE WORK STATION (PWS) ACTIVITIES	8
G PERFORMING CUSTOMER SERVICE	16
H PERFORMING COMMON GROCERY, MEAT, AND PRODUCE DEPARTMENT ACTIVITIES	7
I PERFORMING GROCERY DEPARTMENT MANAGEMENT AND MERCHANDISING ACTIVITIES	6
J PERFORMING PRODUCE DEPARTMENT MANAGEMENT AND MERCHANDISING ACTIVITIES	5
K PERFORMING MEAT DEPARTMENT MANAGEMENT AND MEATCUTTER ACTIVITIES	1
L RECEIVING AND STORING SUBSISTENCE AND EQUIPMENT	21
M ISSUING, TRANSFERRING, AND DELIVERING SUBSISTENCE AND EQUIPMENT	3
N PERFORMING TROOP SUPPORT ACTIVITIES	7
O PERFORMING GENERAL INVENTORY ACTIVITIES	1
P MAINTAINING EQUIPMENT, TOOLS, AND FACILITIES	2
Q PERFORMING MOBILITY TRAINING	2

\* Denotes less than 1 percent

TABLE 21  
REPRESENTATIVE TASKS PERFORMED BY  
FIRST-ENLISTMENT 612X1 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=214)
I423 Affix or change grocery shelf price labels	33
G373 Operate electronic cash registers	32
L553 Incheck daily delivered subsistence	32
L567 Palletize or depalletize subsistence	31
L555 In-check scheduled delivered subsistence	31
L554 In-check frequent delivered subsistence	31
N627 Rotate troop support subsistence	29
G371 Open or close electronic cash registers	29
E271 Process AF Forms 287 (Subsistence Request)	29
N631 Verify and record temperatures in storage rooms for troop support subsistence items	29
L550 Identify opened cases or containers	29
L584 Verify quantity of ordered subsistence	27
N621 Incheck troop support subsistence	26
L585 Verify subsistence case packs	26
M586 Complete AF Forms 129 (Tally In-Out)	26
L547 Identify damaged, spoiled, or condemned subsistence items	25
L559 Inspect condition of incoming subsistence	24
L563 Inspect quantity of incoming subsistence	24
L561 Inspect identity of incoming subsistence	23
N614 Conduct troop support inventories	23



TABLE 22

EQUIPMENT ITEMS USED BY MORE THAN 30 PERCENT OF  
FIRST-ENLISTMENT AFSC 612X1 PERSONNEL

<u>EQUIPMENT ITEMS</u>	<u>PERCENT MEMBERS USING (N=214)</u>
BOX CUTTER	50
CASH REGISTER	43
COMPUTER, HANDHELD	45
COMPUTER, SCANNING SYSTEM	35
FLATBED CART	40
GENERAL OFFICE EQUIPMENT (COPIER, CALCULATOR, TYPEWRITER)	62
HAND TRUCK	32
PALLET JACK, ELECTRIC	52
PALLET JACK, MANUAL	57
PORTABLE CONVEYOR (FORKLIFT)	44
PRICING GUN	48

TABLE 23

TECHNICAL TASKS PERFORMED BY MORE THAN 20 PERCENT CRITERION GROUP  
MEMBERS NOT MATCHED TO AFSC 612X0 STS

TASKS	TSK DIF	PERCENT MEMBERS PERFORMING			
		1ST JOB	1ST ENL	5- LVL	7- LVL
Q663 ASSEMBLE MOBILITY BAGS AND KITS	4.86	20	23	23	30
Q667 PARTICIPATE IN MOBILITY TQT	5.63	20	23	31	54
N623 MAKE TROOP SUPPORT ISSUES OR SUBSTITUTIONS	5.03	27	19	5	11
G368 MAKE CHANGE FOR CUSTOMERS	4.80	20	15	8	11
N620 IDENTIFY TROOP SUPPORT WAREHOUSE PERISHABLE OR SEMIPERISHABLE SUBSISTENCE	3.94	27	15	5	15
N621 IN-CHECK TROOP SUPPORT SUBSISTENCE	4.32	20	15	10	15
Q678 STORE MOBILITY BAGS AND KITS	4.14	13	15	18	29
E209 ESCORT VISITORS THROUGH FACILITIES	2.14	7	12	21	49
G361 IDENTIFY AUTHORIZED PATRONS	3.20	7	12	13	35
G371 OPEN OR CLOSE ELECTRONIC CASH REGISTERS	4.28	20	12	5	13
G373 OPERATE ELECTRONIC CASH REGISTER	4.44	20	12	5	12
K528 SPOT-CHECK MEAT WEIGHING SCALES	4.16	0	12	44	6
L567 PALLETIZE OR DEPALLETIZE SUBSISTENCE	3.75	7	12	31	16
M587 COMPLETE AF FORMS 1297 (TEMPORARY ISSUE RECEIPT)	3.86	7	12	15	26
N607 COMPLETE AF FORMS 28 (COMMISSARY WAR RESERVE MATERIAL (WRM) RATIONS REPORT)	5.31	20	12	3	14
N614 CONDUCT TROOP SUPPORT INVENTORIES	5.14	20	12	5	13
N626 REQUISITION TROOP SUPPORT SUBSISTENCE ITEMS, OTHER THAN THRU MILSTRIP OR MILSBILLS	5.46	20	12	3	7
N627 ROTATE TROOP SUPPORT SUBSISTENCE	3.89	20	12	5	14
N631 VERIFY AND RECORD TEMPERATURES IN STORAGE ROOMS FOR TROOP SUPPORT SUBSISTENCE ITEMS	3.23	20	12	10	15
Q676 MAINTAIN FILE OF MOBILITY SELF-INSPECTION CHECKLISTS	4.75	7	12	13	34

TD MEAN = 5.00, S.D. = 1.00

TABLE 23 (CONTINUED)

TECHNICAL TASKS PERFORMED BY MORE THAN 20 PERCENT CRITERION GROUP  
MEMBERS NOT MATCHED TO AFSC 612X0 STS

TASKS	TSK DIF	PERCENT MEMBERS PERFORMING				
		1ST JOB	1ST ENL	5- LVL	7- LVL	
E206 DISPLAY SIGNS OR POSTERS, SUCH AS COMMUNITY INFORMATION OR ACTIVITY POSTERS	2.88	7	8	5	25	
H398 COMPLETE AF FORMS 603 (RECORD OF OPERATION)	5.07	0	8	28	10	
K482 COMPLETE MEAT TONNAGE REPORTS	5.14	7	8	31	6	
Q664 CONDUCT MOBILITY TASK QUALIFICATION TRAINING (TQT)	5.95	0	8	21	41	
Q674 INSPECT MOBILITY BAGS AND KITS	4.66	13	8	18	37	
E191 CERTIFY CIVILIAN TIME CARDS OR FORMS	4.27	0	4	15	37	
E235 MAINTAIN CIVILIAN TIME CARDS OR FORMS	4.99	0	4	23	33	
E242 MAINTAIN FILE OF INVENTORY DOCUMENTS	3.86	0	4	21	10	
E259 OPERATE SMALL COMPUTERS, SUCH AS WANG, Z-100, and Z-248	6.39	0	4	10	38	
E267 PREPARE TIME AND ATTENDANCE RECORDS	4.91	0	4	13	20	
E295 VERIFY RECEIVING REPORTS	5.05	7	4	8	22	
I424 DETERMINE ALLOCATION OF SHELF SPACE FOR GROCERY ITEMS	5.10	0	4	5	39	
I425 DETERMINE LOCATION FOR GROCERY ITEMS	5.00	7	4	5	36	
I438 STOCK GROCERY SHELVES	3.80	0	4	13	27	
P661 RESEARCH SUPPLY CATALOGS FOR PARTS OR STOCK NUMBERS	4.70	0	4	21	15	
Q673 IMPLEMENT RECALLS	3.89	0	4	8	36	
E215 INITIATE AF FORMS 9 (REQUEST FOR PURCHASE)	4.96	0	0	18	22	
E217 INITIATE AF FORMS 332 (BCE WORK REQUEST)	4.22	0	0	5	34	
E221 INITIATE REQUEST FOR MILITARY DRIVER LICENSES	3.88	0	0	5	20	
E258 MONITOR SUGGESTION BOXES	3.78	0	0	0	21	
F303 EVALUATE ACOS OR PWS REPORTS, SUCH AS NO MOVER REPORTS, OUT-OF- STOCK REPORTS, AND INVENTORY CONTROL REPORTS	5.99	0	0	0	21	
F304 EXTRACT DATA FROM ACOS OR PWS	5.77	0	0	3	29	
G391 SETTLE CUSTOMER COMPLAINTS	5.82	0	0	8	25	

TD MEAN = 5.00, S.D. = 1.00

TABLE 23 (CONTINUED)

TECHNICAL TASKS PERFORMED BY MORE THAN 20 PERCENT CRITERION GROUP  
MEMBERS NOT MATCHED TO AFSC 612X0 STS

TASKS	TSK DIF	PERCENT MEMBERS PERFORMING			
		1ST JOB	1ST ENL	5- LVL	7- LVL
I428 ESTABLISH END CAPS PROMOTION FOR GROCERY SALE ITEMS	5.52	0	0	0	26
I432 MAINTAIN TEMPERATURE IN GROCERY DEPARTMENT DISPLAY CASES	3.72	0	0	10	21
I433 REQUISITION GROCERY ITEMS FOR RESALE	5.23	0	0	0	24
I434 SET UP GROCERY DISPLAY RACKS	4.23	0	0	3	25
I435 SETTLE GROCERY DEPARTMENT CUSTOMER COMPLAINTS	5.54	0	0	5	44
I436 SPOT-CHECK DAILY, FREQUENT, AND SCHEDULE GROCERY DELIVERIES	4.94	0	0	13	29
I437 STOCK GROCERY DISPLAY CASES	3.91	0	0	8	25
I439 TEAR DOWN GROCERY DISPLAY RACKS	3.66	0	0	0	23
Q665 DETERMINE NEED FOR MOBILITY TQT	5.42	0	0	8	35
Q666 DEVELOP MOBILITY SELF-INSPECTION CHECKLISTS	5.60	0	0	5	23
Q667 ESTABLISH MOBILITY NCO RESPONSIBILITIES	5.63	0	0	5	25
Q669 ESTABLISH MOBILITY TEAM MEMBER RESPONSIBILITIES	5.80	0	0	8	24
Q670 IDENTIFY MOBILITY DEPLOYMENT NEEDS	5.79	0	0	3	24
Q671 IDENTIFY MOBILITY TEAM CONFIGURATIONS	5.69	0	0	3	24
Q672 IDENTIFY MOBILITY UNIT TASKING CODES (UTC)	5.37	0	0	8	26

TD MEAN = 5.00, S.D. = 1.00

TABLE 24

## UNSUPPORTED AFSC 612X1 STS ELEMENTS

	TNG EMP	1ST JOB	1ST ENL	5- LVL	7- LVL	TSK DIF
<u>PERCENT MBRS PERFORMING</u>						
11F(8) FILE BACKUP						
F313 MAINTAIN ACOS BACKUP FILES OF OPERATION	3.81	9	8	8	3	5.00
14B. HOURS OF OPERATION						
A22 ESTABLISH COMMISSARY HOURS OF OPERATION	.22	1	1	1	11	5.00
15F. MEAT CUTS						
K511 PREPARE MEAT ITEMS FOR RESALE	1.81	3	2	1	4	5.31
K469 ANALYZE ROTATION OF MEAT ITEMS	1.70	2	2	1	7	4.63
K498 GRIND MEAT ITEMS	1.81	2	1	1	3	4.71
K468 ANALYZE GROUND BEEF FOR FAT CONTENT	1.92	1	1	0	5	4.78
K473 BLEND FAT PERCENTAGES OF GROUND BEEF ITEMS	1.19	1	1	1	3	5.08
K485 CUT BONES	1.76	1	1	1	4	5.27
K486 CUT MEAT USING HAND SAWS OR KNIVES	2.70	1	1	1	5	6.50
K487 CUT MEAT USING POWER BAND SAWS	2.76	1	1	1	4	6.38
K488 CUT SPECIAL MEAT ORDERS	1.95	1	1	1	3	6.10
K499 IDENTIFY AND PROCESS PRIMAL CUTS	2.05	1	1	1	3	5.60
K534 TRIM FAT FROM MEAT ITEMS	1.62	1	1	1	3	4.83

deleted from the STS. There are also several tasks not referenced to the STS. These are listed in Table 25. Training personnel should review these tasks to determine if they suggest areas that should be added to the 612X1 STS.

### Summary

Generally, most portions of the 612X0 and 612X1 STSs are supported by OSR data. Career field personnel should review unsupported paragraphs to determine if they should be deleted, and also review nonreferenced tasks to see if any areas need to be added.

## JOB SATISFACTION

Survey respondents were asked to indicate how they like their job and how well their talents and training were being utilized. Job satisfaction data for the 1-48 month TAFMS, 49-96 month TAFMS, and 97+ month TAFMS groups in each career ladder were then analyzed for overall trends and compared to that of members in related AFSCs surveyed in 1990.

Overall, members in both career ladders expressed somewhat low job satisfaction (see Tables 26 and 27). First-enlistment personnel had the lowest job interest of any of the three groups, with only 46 percent of the Meatcutter and 58 percent of Subsistence Operations first-enlistment personnel finding their job interesting. While job satisfaction did improve as time in service increased, those in the 97+ month TAFMS group still displayed lower than normal job satisfaction. When compared to personnel of similar AFSCs surveyed in 1990, AFSC 612X0 and 612X1 personnel had lower job satisfaction across most categories.

Job satisfaction data from the present study were also compared to figures reported in the previous OSRs (see Tables 28 and 29). Meatcutter personnel (AFSC 612X0) showed mixed trends, with some categories being higher today than in 1980, while others showed lower satisfaction than the previous OSR. Subsistence Operations personnel (AFSC 612X1), on the other hand, generally showed increases in all categories from those found in the 1987 OSR.

Satisfaction indicators for members in the various jobs are shown in Table 30. Personnel working in the Forklift job have the lowest overall indicators in terms of job interest and use of talents. Use of training is lowest for Price Auditors, Forklift Operators, Equipment Managers, and Vendor Accounts personnel.

TABLE 25

TECHNICAL TASKS PERFORMED BY MORE THAN 20 PERCENT OF CRITERION  
GROUPS BUT NOT MATCHED TO AFSC 612X1 STS

TASKS NOT REFERENCED	TNG EMP	PERCENT MBRS PERFORMING					TSK DIF
		1ST JOB	1ST ENL	5- LVL	7- LVL		
E191 CERTIFY CIVILIAN TIME CARDS OR FORMS	1.08	2	3	16	37	4.39	
E235 MAINTAIN CIVILIAN TIME CARDS OR FORMS	1.41	1	2	16	33	4.95	
E267 PREPARE TIME AND ATTENDANCE RECORDS	1.14	0	0	10	20	4.95	

TABLE 26

COMPARISON OF JOB SATISFACTION INDICATORS FOR 612XX  
TAFMS GROUPS IN CURRENT STUDY TO A COMPARATIVE SAMPLE  
(PERCENT MEMBERS RESPONDING)

	<u>1-48 MONTHS TAFMS</u>		<u>49-96 MONTHS TAFMS</u>		<u>97+ MONTHS TAFMS</u>	
	612X0 (N=26)	COMP SAMPLE (N=934)	612X0 (N=17)	COMP SAMPLE (N=495)	612X0 (N=21)	COMP SAMPLE (N=934)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	46	73	65	80	71	84
SO-SO	31	16	24	12	19	8
DULL	23	11	11	8	10	8
<u>PERCEIVED USE OF TALENTS:</u>						
FAIRLY WELL TO GOOD	54	75	71	86	76	82
LITTLE OR NOT AT ALL	46	25	29	14	24	18
<u>PERCEIVED USE OF TRAINING:</u>						
FAIRLY WELL TO GOOD	77	76	76	84	86	82
LITTLE OR NOT AT ALL	23	24	24	16	14	18

\* Denotes less than 1 percent  
Comparative data are from AFSCs 496XX, 553X0, and 751X0, surveyed in 1990



TABLE 27

COMPARISON OF JOB SATISFACTION INDICATORS FOR 612XX  
TAFMS GROUPS IN CURRENT STUDY TO A COMPARATIVE SAMPLE  
(PERCENT MEMBERS RESPONDING)

	<u>1-48 MONTHS TAFMS</u>		<u>49-96 MONTHS TAFMS</u>		<u>97+ MONTHS TAFMS</u>	
	612X1 (N=214)	COMP SAMPLE (N=934)	612X1 (N=175)	COMP SAMPLE (N=495)	612X1 (N=97)	COMP SAMPLE (N=934)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	58	73	68	80	71	84
SO-SO	21	16	19	12	18	8
DULL	21	11	13	8	11	8
<u>PERCEIVED USE OF TALENTS:</u>						
FAIRLY WELL TO GOOD	67	75	68	86	77	82
LITTLE OR NOT AT ALL	33	25	32	14	23	18
<u>PERCEIVED USE OF TRAINING:</u>						
FAIRLY WELL TO GOOD	79	76	77	84	74	82
LITTLE OR NOT AT ALL	21	24	23	16	26	18

\* Denotes less than 1 percent  
Comparative data are from AFSCs 496XX, 553X0, and 751X0, surveyed in 1990

TABLE 28

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 612X0  
TAFMS GROUPS IN CURRENT AND PREVIOUS STUDY  
(PERCENT MEMBERS RESPONDING)

	<u>1-48 MONTHS TAFMS</u>		<u>49-96 MONTHS TAFMS</u>		<u>97+ MONTHS TAFMS</u>	
	1991 (N=26)	1980 (N=7)	1991 (N=17)	1985 (N=9)	1991 (N=21)	1985 (N=31)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	46	57	65	67	71	74
SO-SO	31	14	24	11	19	13
DULL	23	29	11	22	10	13
<u>PERCEIVED USE OF TALENTS:</u>						
FAIRLY WELL TO GOOD	54	71	88	67	90	78
LITTLE OR NOT AT ALL	46	29	12	33	10	22
<u>PERCEIVED USE OF TRAINING:</u>						
FAIRLY WELL TO GOOD	77	52	76	55	86	76
LITTLE OR NOT AT ALL	23	48	24	45	14	24

TABLE 29

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 612X1  
AFMS GROUPS IN CURRENT AND PREVIOUS STUDY  
(PERCENT MEMBERS RESPONDING)

	<u>1-48 MONTHS TAFMS</u>		<u>49-96 MONTHS TAFMS</u>		<u>97+ MONTHS TAFMS</u>	
	1991 (N=214)	1987 (N=359)	1991 (N=175)	1987 (N=83)	1991 (N=97)	1987 (N=64)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	58	50	86	49	89	64
<u>PERCEIVED USE OF TALENTS:</u>						
FAIRLY WELL TO GOOD	67	55	68	58	76	69
<u>PERCEIVED USE OF TRAINING:</u>						
FAIRLY WELL TO GOOD	79	71	77	70	74	70

TABLE 30

COMPARISON OF JOB SATISFACTION INDICATORS FOR MEMBERS OF  
THE 612XX CAREER LADDER JOBS  
(PERCENT MEMBERS RESPONDING)

	SENIOR MGMT (N=34)	ADV TNG INSTR (N=5)	MEAT CUTTERS (N=558)	STORE WORK (N=157)	QAE CLUST (N=64)	TNG MGMT (N=7)	COMM MGMT (N=325)	WEE- SERV (N=47)
<u>EXPRESSED JOB INTEREST:</u>								
INTERESTING	94	80	79	78	78	86	88	74
SO-SO	6	20	15	17	13	14	8	11
DULL	0	0	6	3	9	0	4	15
<u>PERCEIVED USE OF TALENTS:</u>								
FAIRLY WELL TO GOOD	100	100	89	81	84	100	92	79
LITTLE OR NOT AT ALL	0	0	11	19	16	0	8	21
<u>PERCEIVED USE OF TRAINING:</u>								
FAIRLY WELL TO GOOD	100	80	90	78	84	100	89	87
LITTLE TO NOT AT ALL	0	20	10	20	16	0	11	13

TABLE 30 (CONTINUED)

COMPARISON OF JOB SATISFACTION INDICATORS FOR MEMBERS OF  
THE 612XX CAREER LADDER JOBS  
(PERCENT MEMBERS RESPONDING)

	SYSTEM VERIFY (N=30)	EQUIP MGR (N=13)	PRODUCE (N=205)	FORK- LIFTER (N=25)	WAREHOUSE PERSONNEL (N=361)	CUST SERV (N=283)	VENDOR ACCT (N=23)	PRICE AUDITOR (N=5)	ACOS PERSONNEL (N=219)
<u>EXPRESSED JOB INTEREST:</u>									
INTERESTING	74	77	78	64	74	77	74	100	86
SO-SO	13	15	14	20	18	17	17	0	11
DULL	13	8	8	16	8	6	9	0	3
<u>PERCEIVED USE OF TALENTS:</u>									
FAIRLY WELL TO GOOD	77	77	80	64	74	81	78	80	90
LITTLE OR NOT AT ALL	23	23	20	36	26	19	22	20	10
<u>PERCEIVED USE OF TRAINING:</u>									
FAIRLY WELL TO GOOD	80	69	81	68	78	83	69	60	92
LITTLE TO NOT AT ALL	20	31	19	32	22	17	31	40	8

## IMPLICATIONS

Generally, there have been few changes in the structure of the career field since the last OSRs were conducted on these AFSCs in terms of tasks and jobs performed. Personnel in the Commissary Services career ladder (AFSC 612X1) work in a number of very diverse jobs, ranging from forklift operators to department managers. Members of the career ladder (AFSC 612X0) perform almost exclusively meatcutter activities. Civilian personnel are accurately performing those tasks and jobs according to each occupational series' job grading standards. Military personnel progress typically through each career ladder until they reach the 7-skill level where both AFSCs merge. Three- and 5-skill level members perform the more technical tasks, with 7-, 9-, and CEM levels performing supervisory and management tasks. Job Qualification Standards make it possible to examine qualifications for Federal employment and help determine the positions to be filled on the basis of education or experience.

Job satisfaction is somewhat low for members of both AFSCs. Career ladder documents are well supported by survey data. AFR 39-1 Specialty Descriptions accurately describe the jobs and tasks of the career ladders, and the STSs for each career ladder accurately reflect the training requirements of the career ladders.

APPENDIX A  
SELECTED REPRESENTATIVE TASKS PERFORMED BY  
MEMBERS OF CAREER LADDER JOBS

TABLE A1  
SENIOR LEVEL MANAGEMENT  
(STG101)

NUMBER IN GROUP: 34

AVERAGE TIME IN JOB: 43 MONTHS

PERCENT OF SAMPLE: 1%

AVERAGE TAFMS: 219 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A32 Participate in staff meetings, conferences, or workshops, other than conducting	85
C150 Write staff studies, surveys, or trip reports	82
C97 Conduct staff assistance visits	73
A3 Conduct inspections of commissary facilities	64
C102 Evaluate customer complaints	61
C121 Evaluate suggestions	58
E259 Operate small computers, such as Wang, Z-100, and Z-248	56
A13 Develop organizational policies or operating instructions	55
A34 Plan briefings	52
B51 Conduct meetings with sales representatives	50
C92 Analyze inspection reports or charts	50
C139 Review inspection reports	47
B65 Draft inputs to directives or publications	44
C96 Conduct self-inspections	44
B64 Draft agendas for staff meetings, conferences, or workshops	38
A16 Develop work methods or controls	35
B82 Interpret policies, directives, or procedures for subordinates	35
C149 Write recommendations for awards and decorations	32
A37 Plan layout of commissary facilities	29
A35 Plan commissary store displays	26



TABLE A2  
ADVANCED TRAINING INSTRUCTOR  
(STG317)

NUMBER IN GROUP: 5

AVERAGE TIME IN JOB: 63 MONTHS

PERCENT OF SAMPLE: \*

AVERAGE TAFMS: 166 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
D163 Determine training requirements	100
D154 Conduct Air Force Commissary Service (AFCOMS) training programs	100
D171 Evaluate effectiveness of training programs	100
D165 Develop nonresident course training materials	80
D169 Direct or implement training programs	80
D160 Conduct resident course classroom training	80
D151 Administer tests	80
D161 Conduct training conferences or briefings	80
D183 Score tests	80
D182 Procure training aids, space, or equipment	80
D184 Write lesson plans	80
A29 Establish work priorities	80
D168 Develop training aids	80
D186 Write test questions	80
A39 Plan or schedule work priorities	80
A16 Develop work methods or controls	80
D159 Conduct resident contingency course training	60
D164 Develop measurement reference and working standards	60
D156 Conduct military standard requisitioning and issue procedures (MILSTRIP) training	60
D187 Write training reports	60

TABLE A3  
MEATCUTTER CLUSTER  
(STG086)

NUMBER IN GROUP: 558

AVERAGE TIME IN JOB: 117 MONTHS

PERCENT OF SAMPLE: 21%

AVERAGE TAFMS: 86 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
K486 Cut meat using hand saws or knives	91
K487 Cut meat using power band saws	89
K531 Tenderize meat items	89
K488 Cut special meat orders	89
K537 Wrap, seal, label, and price retail meat cuts using packaging machines	88
K525 Sharpen knives	88
K502 Maintain cutting and boning knives	87
K533 Tray meat items for resale	87
K534 Trim fat from meat items	86
K526 Slice prepared cured meat items	86
K498 Grind meat item sized meat items	84
K529 Stock meat department display cases	84
K507 Perform meat cutting tests	83
K499 Identify and process primal cuts	82
K470 Arrange meat stock on display	82
K511 Prepare meat items for resale	79
K471 Assemble or disassemble powered meat equipment	79
K517 Replenish meat stock on display	78
K516 Process wholesale pork items, such as hams, loins, or shoulders	75

TABLE A4  
STOREWORKER CLUSTER  
(STG052)

NUMBER IN GROUP: 157

AVERAGE TIME IN JOB: 61 MONTHS

PERCENT OF SAMPLE: 6%

AVERAGE TAFMS: 90 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
I423 Affix or change grocery shelf price labels	88
I438 Stock grocery shelves	70
I424 Determine allocation of shelf space for grocery items	66
I437 Stock grocery display cases	61
I427 Dispose of damaged, spoiled, or condemned grocery items	59
I425 Determine location for grocery items	56
I439 Tear down grocery display racks	50
I434 Set up grocery display racks	49
H409 Prepare display posters or signs for sale items	49
H411 Press and bale cardboard	45
H413 Process special orders for patrons	45
H412 Price mark merchandise manually	44
H415 Rotate resale stocks	43
I435 Settle grocery department customer complaints	43
H418 Verify price changes	42
H408 Monitor temperature in display cases, storage rooms, or processing areas	42
I428 Establish end caps promotion for grocery sale items	38
H406 Maintain sanitation of department areas	38
I433 Requisition grocery items for resale	33
A35 Plan commissary store displays	32

TABLE A5  
QUALITY ASSURANCE EVALUATOR CLUSTER  
(STG117)

NUMBER IN GROUP: 64

AVERAGE TIME IN JOB: 61 MONTHS

PERCENT OF SAMPLE: 2%

AVERAGE TAFMS: 77 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A3 Conduct inspections of commissary facilities	89
C101 Evaluate contractor performance or compliance with contract	84
I423 Affix or change grocery shelf price labels	78
A4 Conduct inspections of equipment	76
H408 Monitor temperature in display cases, storage rooms, or processing areas	73
I424 Determine allocation of shelf space for grocery items	67
L539 Complete AFCOMS Forms 42 (Commissary Shelf Stocking/ Custodial and Warehousing Report)	51
I425 Determine location for grocery items	59
A32 Participate in staff meetings, conferences, or workshops, other than conducting	54
I441 Verify and record temperatures in display cases or walk-in boxes	50
C96 Conduct self-inspections	45
C120 Evaluate sanitation practices	42
I440 Verify and record temperature in storage rooms, other than for troop support	40
I432 Maintain temperature in grocery department display cases	35
E294 Verify entry authorization of visitors, such as vendor badges	34
B75 Implement sanitation standards	29
C105 Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program standards	37
C114 Evaluate pilferage precautions	29
H406 Maintain sanitation of department areas	28

TABLE A6  
TRAINING MANAGEMENT CLUSTER  
(STG228)

NUMBER IN GROUP: 7

AVERAGE TIME IN JOB: 58 MONTHS

PERCENT OF SAMPLE: LESS THAN 1%

AVERAGE TAFMS: 174 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
D152 Annotate training records	100
D157 Conduct QJT	100
A3 Conduct inspections of commissary facilities	85
B49 Brief employees on standards of conduct	85
A1 Assign personnel to work areas or duty positions	85
C148 Write EPRs	71
B84 Supervise civilian personnel	71
B54 Conduct supervisory orientations of newly assigned personnel	71
D162 Counsel trainees on training progress	71
B87 Supervise Apprentice Subsistence Operations Specialists (AFSC 61231)	71
D153 Assign on-the-job (OJT) trainers	71
B88 Supervise Subsistence Operations Specialists (AFSC 61251)	71
B55 Counsel personnel on personal or military-related matters	71
C149 Write recommendations for awards and decorations	57
C110 Evaluate performance standards of subordinates	57
B52 Conduct safety or security meetings	57
A25 Establish performance standards for subordinates	57
C96 Conduct self-inspections	57
Q677 Participate in mobility TQT	57
A1 Assign personnel to work areas or duty positions	57
F303 Evaluate ACOS or PWS reports, such as no mover reports, out-of-stock reports, and inventory control reports	42

TABLE A7  
COMMISSARY OPERATIONS MANAGEMENT  
(STG077)

NUMBER IN GROUP: 325

AVERAGE TIME IN JOB: 49 MONTHS

PERCENT OF SAMPLE: 12%

AVERAGE TAFMS: 171 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A3 Conduct inspections of commissary facilities	89
A32 Participate in staff meetings, conferences, or workshops, other than conducting	89
B49 Brief employees on standards of conduct	86
A1 Assign personnel to work areas or duty positions	82
B84 Supervise civilian personnel	81
A29 Establish work priorities	80
C96 Conduct self-inspections	80
C113 Evaluate personnel for recognition	79
A38 Plan or schedule work assignments	77
A30 Establish work schedules	77
C110 Evaluate performance standards of subordinates	74
B52 Conduct safety or security meetings	74
B55 Counsel personnel on personal or military-related matters	74
A39 Plan or schedule work priorities	72
C111 Evaluate personnel for compliance with performance standards	72
B51 Conduct meetings with sales representatives	71
C102 Evaluate customer complaints	68
B56 Direct commissary sales store activities	68
B82 Interpret policies, directives, or procedures for subordinates	66
I435 Settle grocery department customer complaints	65

TABLE A8  
WEE-SERV CLUSTER  
(STG098)

NUMBER IN GROUP: 47

AVERAGE TIME IN JOB: 50 MONTHS

PERCENT OF SAMPLE: 2%

AVERAGE TAFMS: 81 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
G361 Identify authorized patrons	89
I438 Stock grocery shelves	87
I423 Affix or change grocery shelf price labels	80
I437 Stock grocery display cases	80
G373 Operate electronic cash registers	78
H413 Process special orders for patrons	78
G337 Collect and verify local vendor coupons	76
I434 Set up grocery display racks	74
H397 Complete AF Forms 287 (Subsistence Request)	74
I425 Determine location for grocery items	72
I435 Settle grocery department customer complaints	72
M586 Complete AF Forms 129 (Tally In-Out)	72
G371 Open or close electronic cash registers	72
H418 Verify price changes	70
I424 Determine allocation of shelf space for grocery items	70
H408 Monitor temperature in display cases, storage rooms, or processing areas	70
E209 Escort visitors through facilities	70
I439 Tear down grocery display racks	68
H409 Prepare display posters or signs for sale items	65
A35 Plan commissary store displays	53

TABLE A9  
SYSTEM VERIFICATION  
(STG089)

NUMBER IN GROUP: 30

AVERAGE TIME IN JOB: 24 MONTHS

PERCENT OF SAMPLE: 1%

AVERAGE TAFMS: 86 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C96 Conduct self-inspections	96
A3 Conduct inspections of commissary facilities	83
A4 Conduct inspections of equipment	83
E262 Perform price cost verifications	70
A32 Participate in staff meetings, conferences, or workshops, other than conducting	70
I436 Spot-check daily, frequent, and scheduled grocery deliveries	66
A15 Develop self-inspection programs	63
E296 Verify receiving reports	60
C139 Review inspection reports	60
F304 Extract data from ACOS or PWS	53
B76 Implement self-inspection programs	53
A14 Develop safety or security programs	50
C120 Evaluate sanitation practices	50
C92 Analyze inspection reports or charts	50
F303 Evaluate ACOS or PWS reports, such as no mover reports, out-of-stock reports, and inventory control reports	50
H405 Inspect and monitor security of commissary facilities	46
H401 Conduct price audits	46
F329 Verify ACOS or PWS receiving reports	43
C119 Evaluate safety or security programs	43
C105 Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program standards	40



TABLE A10  
EQUIPMENT AND MAINTENANCE MANAGER  
(STG276)

NUMBER IN GROUP: 13

AVERAGE TIME IN JOB: 25 MONTHS

PERCENT OF SAMPLE: \*

AVERAGE TAFMS: 94 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
E215 Initiate AF Forms 9 (Request for Purchase)	100
A32 Participate in staff meetings, conferences, or workshops, other than conducting	100
A43 Schedule or project equipment replacements	100
E233 Maintain base civil engineering (BCE) service call registers	100
E217 Initiate AF Forms 332 (BCE Work Request)	92
A3 Conduct inspections of commissary facilities	92
A4 Conduct inspections of equipment	92
E255 Monitor commissary trust revolving fund (CTRF) or surcharge budgets	84
O640 Inventory equipment items	84
E256 Monitor equipment maintenance contracts	84
C96 Conduct self-inspections	84
E209 Escort visitors through facilities	84
A42 Schedule commissary facility maintenance requirements	84
O642 Inventory supply items	76
I436 Spot-check daily, frequent, and scheduled grocery deliveries	76
A33 Perform base civil engineering (BCE) liaison activities	69
P661 Research supply catalogs for parts or stock numbers	69
E188 Approve or certify AF Forms 9 (Request for Purchase)	69
E268 Process AF Forms 9 (Request for Purchase)	69
E298 Write purchase descriptions for commissary equipment	69

TABLE A11  
PRODUCE CLUSTER  
(STG179)

NUMBER IN GROUP: 205

AVERAGE TIME IN JOB: 71 MONTHS

PERCENT OF SAMPLE: 14%

AVERAGE TAFMS: 88 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
J461 Stock produce counters	96
J450 Dispose of damaged, spoiled, or condemned produce line items	93
J442 Pull produce from counter displays	92
J465 Wrap, seal, label, and price produce by hand	91
J464 Trim bulk produce line items	88
J444 Determine location for produce line items	85
J445 Determine produce line items to be rewrapped	84
J443 Determine allocation of produce counter space	84
J459 Rework processed produce line items	83
J456 Reprocess wrapped produce line items	83
J460 Settle produce department customer complaints	80
J455 Process produce line items for resale	80
J462 Tear down produce counters	80
J449 Develop procedures for rotation of produce	78
J451 Maintain mandatory quantity of produce line items	75
J448 Determine selling prices of produce line items	73
J452 Maintain produce price listings	71
J457 Requisition produce line items for resale	70
H406 Maintain sanitation of department areas	68
H415 Rotate resale stocks	65

TABLE A12  
FORKLIFT OPERATOR  
(STG365)

NUMBER IN GROUP: 25

AVERAGE TIME IN JOB: 95 MONTHS

PERCENT OF SAMPLE: \*

AVERAGE TAFMS: 49 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
L567 Palletize or depalletize subsistence	92
L571 Position subsistence in warehouses	88
L569 Position equipment in warehouses	88
L658 Perform operator preventive maintenance on materiel handling equipment (MHE), such as forklifts or pallet jacks	64
L579 Secure equipment in warehouses	60
L573 Remove spoiled subsistence items from storage	52
H415 Rotate resale stocks	48
L581 Secure subsistence in warehouses	48
H411 Press and bale cardboard	48
L576 Rotate stored subsistence items, other than troop support and war reserve materiel (WRM)	44
L568 Position equipment in backup storage	44
L570 Position subsistence in backup storage	40
L547 Identify damaged, spoiled, or condemned subsistence items	40
L564 Inventory warehouse stocks	36
L577 Seal opened subsistence containers	36
M599 Load or unload vehicles	32
L548 Identify equipment for repair or condemnation	32
H419 Verify resale inventory levels	24
P651 Clean or buff floors	24
L585 Verify subsistence case packs	20

TABLE A13  
WAREHOUSE CLUSTER  
(STG109)

NUMBER IN GROUP: 361

AVERAGE TIME IN JOB: 57 MONTHS

PERCENT OF SAMPLE: 13%

AVERAGE TAFMS: 80 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
L547 Identify damaged, spoiled, or condemned subsistence items	79
L550 Identify opened cases or containers	78
L555 Incheck scheduled delivered subsistence	78
L559 Inspect condition of incoming subsistence	78
L585 Verify subsistence case packs	77
L553 Incheck daily delivered subsistence	76
L554 Incheck frequent delivered subsistence	76
L563 Inspect quantity of incoming subsistence	76
L561 Inspect identity of incoming subsistence	75
L567 Palletize or depalletize subsistence	75
L584 Verify quantity of ordered subsistence	73
M586 Complete AF Forms 129 (Tally In-Out)	70
L565 Mark or label subsistence containers	65
L551 Identify subsistence received without proper documentation	65
L564 Inventory warehouse stocks	65
L571 Position subsistence in warehouses	62
M599 Load or unload vehicles	60
L582 Verify credit for subsistence being returned	53
L562 Inspect quantity of incoming equipment	49
L583 Verify prices of newly received subsistence	48

TABLE A14  
CUSTOMER SERVICE CLUSTER  
(STG081)

NUMBER IN GROUP: 283

AVERAGE TIME IN JOB: 69 MONTHS

PERCENT OF SAMPLE: 11%

AVERAGE TAFMS: 51 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
G332 Buy change	88
G336 Collect and verify food stamps	87
G331 Approve personal checks	86
G371 Open or close electronic cash registers	85
G373 Operate electronic cash registers	84
G368 Make change for customers	82
G337 Collect and verify local vendor coupons	81
G338 Collect and verify vendor coupons, other than local	80
G361 Identify authorized patrons	80
G343 Complete AF Forms 461 (Patron Refund Receipt)	72
G387 Process personal checks	69
G339 Collect and verify women, infant, and children (WIC) program documentation	69
G367 Maintain sanitation of cash registers	68
G386 Process food stamps	68
G388 Process vendor coupons	66
G350 Complete AF Forms 2440 (Void and Refund Record)	64
G394 Verify cash overages or shortages	63
G375 Perform cash counts, other than unannounced cash counts of register tills	63
G395 Verify change funds	63
G334 Clear electronic cash registers	57

TABLE A15  
VENDOR ACCOUNTS CLERK  
(STG198)

NUMBER IN GROUP: 23

AVERAGE TIME IN JOB: 44 MONTHS

PERCENT OF SAMPLE: \*

AVERAGE TAFMS: 117 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F327 Update data in ACOS or PWS	95
E259 Operate small computers, such as Wang, Z-100, and Z-248	86
F302 Correct pricing errors in ACOS or PWS	82
E215 Initiate AF Forms 9 (Request for Purchase)	78
F317 Perform file maintenance on ACOS or PWS	73
F304 Extract data from ACOS or PWS	73
E268 Process AF Forms 9 (Request for Purchase)	60
E250 Maintain supply bulletin files	60
F313 Maintain ACOS backup files	56
E262 Perform price cost verifications	39
F315 Maintain file of ACOS or PWS input/output products	39
F305 Implement dayend procedures	39
F316 Perform dayend procedures	39
E252 Maintain suspense systems	39
F324 Program ACOS or PWS to run vendor cross-reference files	39
F318 Perform monthend procedures	30
H414 Process vendor price reductions, such as voluntary price reductions (VPR) and special price reductions (SPR)	30
F314 Maintain authorized item order forms (AIOF) or suggested order forms	26
E226 Maintain administrative files	26
F308 Load Defense Personnel Support Center (DPSC) prices into ACOS or PWS	26

TABLE A16  
PRICE AUDITING  
(STG213)

NUMBER IN GROUP: 5

AVERAGE TIME IN JOB: 36 MONTHS

PERCENT OF SAMPLE: \*

AVERAGE TAFMS: 59 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F319 Perform price audits of portable transaction ordering computers	100
I423 Affix or change grocery shelf price labels	100
F320 Print shelf price labels	100
F323 Program ACOS or PWS to run pull sheets	80
I440 Verify and record temperature in storage rooms, other than for troop support	60
F303 Evaluate ACOS or PWS reports, such as no mover reports, out-of-stock reports, and inventory control reports	60
F309 Load price changes into scanning systems	40
H401 Conduct price audits	40
F302 Correct pricing errors in ACOS or PWS	40
H409 Prepare display posters or signs for sale items	40
H411 Press and bale cardboard	40
F328 Update inventory balances in ACOS or PWS	40
E259 Operate small computers, such as Wang, Z-100, and Z-248	40
F321 Program ACOS or PWS to run daily receipts register	20
H406 Maintain sanitation of department areas	20
A3 Conduct inspections of commissary facilities	20
H408 Monitor temperature in display cases, storage rooms, or processing areas	20
I432 Maintain temperature in grocery department display cases	20
I441 Verify and record temperatures in display cases or walk-in boxes	20
C101 Evaluate contractor performance or compliance with contracts	20
L553 In-check daily delivered subsistence	20

TABLE A17  
ACOS CLUSTER  
(STG091)

NUMBER IN GROUP: 219

AVERAGE TIME IN JOB: 44 MONTHS

PERCENT OF SAMPLE: 8%

AVERAGE TAFMS: 59 MONTHS

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F329 Verify ACOS or PWS receiving reports	89
F307 Input receipts into ACOS or PWS	86
F320 Print shelf price labels	86
E271 Process AF Forms 287 (Subsistence Request)	84
F302 Correct pricing errors in ACOS or PWS	83
F309 Load price changes into scanning systems	83
F316 Perform dayend procedures	81
F317 Perform file maintenance on ACOS or PWS	81
F322 Program ACOS or PWS to run order forms	79
F328 Update inventory balances in ACOS or PWS	79
F304 Extract data from ACOS or PWS	79
F323 Program ACOS or PWS to run pull sheets	77
F327 Update data in ACOS or PWS	76
E296 Verify receiving reports	75
F305 Implement dayend procedures	75
E264 Prepare receiving reports	74
F314 Maintain authorized item order forms (AIOF) or suggested order forms	73
F321 Program ACOS or PWS to run daily receipts register	73
F300 Adjust automated commissary operations system (ACOS) or programmable work station (PWS) receiving reports	73
E286 Review receiving reports	69